

Project Create. Executive Director

Project Create is seeking an executive director eager to commit significant time and energy to help maintain and develop Project Create, a grass roots nonprofit committed to enriching and transforming the lives of at-risk children in Washington, DC, by providing them with professionally-led arts experiences.

Project Create is dedicated to the belief that arts experiences are essential to a child's development. We empower children to reach their full potential by fostering critical thinking skills, creative expression, self-esteem, and social skills. At-risk children, specifically those living in emergency, transitional, and long-term affordable family housing, have little or no access to the arts. Project Create brings the arts to these children by working in partnership with social service organizations that offer family housing.

Reporting to the board of directors, the executive director will provide leadership to the organization and manage its day-to-day affairs, including: program development and administration, communications/collaboration, budgeting and financial management, fund development, and board relations.

Candidates for this position must be committed to providing at-risk youth with access to the arts. They will also ideally possess:

- Master's Degree (degree in business, non-profit or arts management a plus).
- Three to five years of experience in nonprofit management.
- Experience in arts education, preferably at the elementary/secondary level
- Administrative, operations, supervisory, and financial management experience in a non-profit setting
- Volunteer and board relations, volunteer management
- Proven track record in development, including planning and implementation as well as grant writing, annual campaigns, special events and, ideally, endowments
- Leadership by example and influence
- Passion for the mission and a track record of commitment
- Marketing/external relations background
- Finance/budgeting management
- Ability to communicate effectively with various groups and backgrounds including employees, donors, teachers, site managers, and children.

The duties of the executive director include:

Fundraising & Marketing

- Develop and oversee budgets – organizational and programmatic
- Maintain finances
- Work with Treasurer to determine expenses and income projections
- Payroll and tax paperwork, in conjunction with accountant

Fundraising & Marketing

- Develop and implement fundraising strategy
- Market organization in appropriate media outlets, including social networking, Webs site, etc.
- Prepare grant proposals and reports
- Foundation research and donor cultivation
- Planning of fundraising events
- Development and distribution/sale of note-cards, holiday cards, bookmarks, etc
- Maintain relationship with Catalogue of Philanthropy and other funders
- Build individual giving program (database, annual appeals, etc)

Organizational Development/Programmatic

- Maintain the core principals of Project Create and oversee programs and basic operation of the organization.
- Manage programming at partner sites, including site visits
- Public face and spokesperson for organization
- Oversee implementation of successful educational programs – ability to help teaching artists in both visual and performance art
- Maintain and grow relationships with current partner organizations, including attend events, build contacts, support letters, etc.
- Maintain current strategic partnerships
- Program Evaluation
 - Develop and oversee implementation of programmatic & teacher evaluation

Administration

- Final hiring of program interns, contractors, volunteers
- Human resources functions
- Maintenance of all hiring records, contracts, and memoranda of understandings (MOUs)
- Background checks and employment verification
- Contact with pro bono counsel re: legal matters
- Insurance policies – renew and update as needed
- Website – update and develop content
- Annual Arts Showcase

Board of Directors

- Monthly meetings – updates on programs, budgets, etc
- Work with committees
- Special projects (as needed)
- Board management- Work with the Board to continue financial planning, budgeting, fundraising, strategic planning and communicating needs of organizations and current status of organization. Makes recommendations to the board.

The executive director also must have an understanding of the population Project Create serves, the needs of the population, and be open to working with diverse individuals including, teachers, students, parents, etc. The executive director must be available some evenings and weekends as needed.

How to Apply:

To apply, please e-mail your resume, cover letter, and salary requirements to jobs@projectcreatedc.org:

Resume reviews begin in September.

Project Create is an equal opportunity employer.

