**VALLEY ART CENTER**

**EXECUTIVE DIRECTOR POSITION**

**ORGANIZATIONAL DESCRIPTION**

Valley Art Center (VAC) enriches and inspires the community through meaningful visual art education, exhibitions, events, and partnerships. Valley Art Center, a 501c3 nonprofit organization with over 50 years of history, continues to thrive as the hub of the visual arts in the Chagrin Valley. Each year, we offer over 400 classes, workshops, and summer camps for students, from children to seniors, who range from beginner to seasoned professional. We offer year-round onsite and offsite classes in drawing, painting, ceramics, printmaking, mixed media, sculpture, photography, jewelry, metalwork, textiles, and more. VAC’s galleries host over 9 exhibits annually with curated, invitational, and juried shows. Our calls to entry draw local, regional, and national artists from the Cleveland area and beyond. For over 40 years, VAC has presented Art by the Falls, an annual two-day outdoor art festival in the heart of the Chagrin Valley with over 150 exhibiting artists and 25,000 attendees. The Valley Art/Shop and galleries host hundreds of unique original pieces of art for sale. VAC is engaged in numerous art outreach activities, public art installations, and local and regional community partnerships.

**VAC MISSION:** Our mission is to enrich and inspire the community through meaningful visual art education, exhibitions, events and partnerships. We accomplish this by living our values of supporting artists and creativity, community building, equity/inclusion, and stewardship. Learn more here: <https://www.valleyartcenter.org/about.html>

**TITLE:** Executive Director (ED)

**REPORTS TO:** The Board of Trustees

**JOB STATUS**: Full time, exempt

**POSITION OVERVIEW AND LEADERSHIP PROFILE**

The Valley Art Center is seeking an Executive Director to oversee all areas of operation in alignment with VAC’s mission. The ideal candidate will be a strong leader with business operational, managerial and relationship building skills to ensure the VAC’s success and stability. The successful candidate will be the public face of Valley Art Center. The ED will build upon the positive VAC work culture and possess superior leadership skills in the management, motivation, and development of professional staff.

**ROLE / RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)**

* Oversee all activities at Valley Art Center including education, gallery, outreach, Art by the Falls, public art, public relations, marketing, fundraising, development, accounting, technology, and facilities.
* Maintain close communication with the Board of Trustees to ensure focus on mission, strategic plan, and timely solutions to organization challenges.
* Lead staff with integrity, inspire and cultivate a positive work environment, and support staff in the execution of their individual roles.
* Oversee and maintain organizational adherence to the current Strategic Plan.
* Ensure funds are properly managed in the organization’s best interests, including managing cash flow, expenses, and mitigating risks.
* Maintain organizational calendar of key deadlines and duties for all areas of operation.
* Hire, mentor, and retain an engaged, competent, and qualified staff.
* Build relationships with key stakeholders including donors, funders, artists, instructors, students, volunteers, board members, and community members.

**Programming**

**Education**

* Oversee and collaborate with the Education Program Manager in the design and execution of a robust curriculum that is cohesive, relevant, broad, and equitable in accordance with the strategic plan.
* Empower and support staff to
  + secure and manage qualified instructors.
  + oversee coordination, production, and distribution of class offerings on a timely basis.
  + maintain and plan educational spaces to ensure optimal learning experiences.
  + solicit feedback and continuously improve the instructors’ and students’ experience.

**Gallery**

* Oversee and collaborate with the Gallery Manager to design a compelling exhibition schedule that engages and challenges the local and regional arts community in alignment with the Strategic Plan.
* Empower and support staff in the execution of gallery exhibitions and events, including timely public posting of gallery events, submission of marketing materials, and artist communications.

**Art by the Falls**

* Oversee and collaborate with the Events Manager to plan and execute all activities associated with Art by the Falls including overseeing call for artists and jury process, accepted artist communications, staff assignments, volunteers, park rental, sponsorships, public relations, marketing, food vendors, equipment and tent rentals, onsite activities, etc.
* Serve as primary contact onsite during the entire festival and troubleshoot challenges as they arise.

**Valley Art/Shop**

* Oversee and collaborate with the Art/Shop Manager to design and execute a compelling artisan gift shop in support of local artists, providing the Chagrin Valley with a unique and exciting opportunity to shop handmade local art.

**Arts Outreach**

* Oversee and collaborate with the Education Program Manager to design and execute a strong arts outreach program that brings art into underserved communities in alignment with the Strategic Plan, including securing funding to support the plan.

**Public Art**

* Oversee and collaborate with the Gallery Manager to design and execute a compelling public art installation plan each year in alignment with the Strategic Plan, including securing funding to support its execution.

**Finance**

* Actively engage in fiscal management through budgetary development, cash flow and expense management, and oversight of all financial activities.
* Oversee and collaborate with outside bookkeeper, accountant, and external auditors/reviewers in the proper execution of their roles and duties in a timely manner.
* Actively oversee and manage revenue and expenses across all areas of operations, including timely filing of funding requests and reports, invoices, etc.
* Develop annual budget in collaboration with Finance Committee for approval by Board of Trustees.

**Board Relations and Governance**

* Communicate effectively with the Board of Trustees, provide timely and accurate information, and support all Board activities.
* Work with the Board President to set Board meeting schedule, agenda, and reports. Prepare and present written and oral reports for the Board. Create or collect all Board materials for dissemination to the Board prior to each meeting.
* Partner with the Board of Trustees to identify, cultivate, and recruit new Board members and play an active role in the orientation and education of new and existing members.

**Fundraising, Development and Marketing**

* Manage all aspects of fundraising including the annual appeal, annual fundraiser, donor development, maintaining current and past donor contact information while expanding donor base.
* Institute fundraising strategy and maintain annual fundraising and development calendar.
* Lead all activities associated with securing grants including research, writing, and reporting on a timely basis.
* Secure sponsors for gallery exhibits, Art by the Falls, arts outreach, educational programming, fundraisers, and other events as needed.
* Lead staff by collaboration and support to design a marketing plan in alignment with the Strategic Plan to build awareness and engage current and potential stakeholders and audiences.

**VAC Ambassador and Community Partnerships**

* Represent VAC and raise community awareness on the local and regional art community landscape.
* Engage local community schools, organizations, businesses, and non-profit organizations as appropriate.

**Technology and Facilities**

* Oversee technology needs including maintenance and updates as needed.
* Oversee, maintain, and improve the functionality of the VAC facility as appropriate to execute the mission of the organization.

**QUALIFICATIONS AND LEADERSHIP COMPETENCIES**

**Leadership Competencies and Attributes**: Strong ideals and integrity with visionary, strategic, and operational planning abilities, and the ability to serve as a role model for best management practices and impactful decision-making. Entrepreneurial spirit; servant leadership style; creative, inclusive, self-directed team player who thinks strategically to transform ideas into concrete and high-impact outcomes and partnerships while fostering a positive work environment where staff can grow and thrive. Passion for VAC’s mission is a must.

**Education, Experience and Knowledge**:

* Qualified candidates will possess an undergraduate degree in a related field with at least 10 years of relevant experience, or combination of education and experience equivalent with evidence of successful management of a complex organization. Preference will be given to candidates with an advanced degree in business administration, non-profit management, or other relevant advanced degree.
* Understanding of the arts and culture world as well as visual art education and exhibition.
* Demonstrated ability to build partnerships and collaborate successfully across a diverse group of stakeholders to meet mutually agreed upon outcomes.
* Proven fundraising track record and commitment to cultivation, solicitation, and stewardship.
* Financial experience and demonstrated competency, including an understanding of budgets and nonprofit business structures.
* Knowledge of the region’s local business, arts, and culture ecosystems is a plus.

**Hours:** This is a permanent, onsite, full-time position. Hours are flexible but generally are 9AM to 5PM with some evening and weekend commitments.

**Compensation and Benefits:** Salary of $65,000 annually. Benefits include medical insurance, professional development, vacation, and sick time.

**ADDITIONAL INFORMATION**

VAC is an equal opportunity employer and is committed to a diverse audience, staff, and Board of Trustees.

Please submit a cover letter and resume by email to director@valleyartcenter.org. All materials should be in PDF format. Applications will be accepted on a rolling basis. Must be available to start between June 2025 to September 2025.