



## **EXECUTIVE DIRECTOR**

*AVA Gallery and Art Center, a recognized leader in the arts and cultural life of the Upper Valley region, seeks an experienced and innovative Executive Director to begin leading the organization in the Fall of 2021. The Board of Directors and Search Committee are currently accepting nominations and applications for the position.*

To apply: Email resumé and letter of interest (both in PDF format) with at least three references to: [avaedsearch@gmail.com](mailto:avaedsearch@gmail.com).

*For more information:* [www.avagallery.org/employment](http://www.avagallery.org/employment)

## **MISSION STATEMENT**

As a catalyst for creativity, AVA cultivates an openness of space and mind to inspire, nurture, and showcase the artistic spirit.

## **VISION**

AVA Gallery and Art Center serves its mission by maintaining powerful exhibitions, vibrant artist studios, and offering dynamic educational programming for artists of all ages and abilities. With an emphasis on building community, AVA also hosts and promotes special events that foster interaction between artists, patrons of the arts and the general public. All our work is done with the priority of environmental sustainability and with the recognition that art enriches our lives.

## **ORGANIZATION**

AVA's commitment to the community extends from its historic, LEED-certified facilities to its vital role in bringing together art, artists, students, families, and residents in an accessible hub that makes art a part of everyday life. AVA provides a unique experience for people of all ages and abilities within its six acclaimed exhibition spaces, digital arts media lab, resource library, administrative offices, and 20 individual artist's studios. Teaching space includes studios for children's classes and camps, printmaking, general art classes, digital arts and a 3D sculpture building for stone, metal, clay, and wood instruction. Instruction by professional artists is offered both in-person and online via state-of-the-art technology.



## **POSITION SUMMARY**

The Executive Director will lead the effort to build audiences and engage artists, donors, and the community in AVA's ever-expanding programs. A collaborative and visionary arts leader, the Executive Director will play a visible role in guiding AVA into the future and be responsible for creating balanced financial plans. The Executive Director will partner with the Board of Directors, bringing strong management skills to the evaluation of current plans and programs, and engaging staff in maintaining an Operational Plan to ensure the achievement of goals and objectives as described in the Strategic Plan.

## **ROLES AND RESPONSIBILITIES**

### **Institutional Advancement**

- Lead the process of creating coherent long-term fiscal strategies and balanced budgets that will optimize the utilization of AVA's facilities.
- Actively solicit contributions and cultivate relationships to ensure annual budget requirements are met.
- Develop an inclusive process for ongoing assessment of current programs and new initiatives to ensure they meet AVA's demonstrated community and stakeholder needs, while remaining fiscally viable.
- Develop comprehensive plans for expanding revenue through new earned income projects while guiding and encouraging the staff in executing current and emerging plans.
- Direct staff in seeking external funding opportunities, including grants and corporate sponsorships.

### **Leadership and Community Outreach**

- Position AVA as a leader in the region's arts and culture community.
- Serve as the principal voice representing AVA to artists, students, families, donors, and the community at large.
- Create and execute comprehensive communication and marketing strategies to engage all audiences in AVA's mission, vision, and programming.
- Work collaboratively with program managers to ensure overall consistency in AVA's branding and marketing.
- Partner with the Board of Directors to promote and maintain professional practices for AVA, including creative programming and sound fiscal policies.



## **Strategic Planning**

- Develop internal and external communication plans to broaden the reach of AVA and support the expanded capacity of AVA's facilities and resources, including promotion of off-site programs.
- Strengthen and enhance collaborative relationships with diverse community organizations.
- Create marketing and branding strategies that promote AVA as a cultural hub in the diverse community of the Upper Valley.

## **Administration and Management**

- Work collaboratively with the staff to maximize productivity and efficiency, demonstrating fiscal responsibility and modeling effective organizational leadership.
- Guide efforts to evaluate the current staff structure and volunteer roles on an ongoing basis to ensure that the needs of the organization are met.
- Conduct formal staff reviews on an annual basis and meet with staff as needed to promote and support professional development.
- Draw out the skills and talents of staff to fully utilize their creative thinking.
- Develop a vibrant volunteer program.
- Manage budgets, cash flow, and financial policies through best practices methods and solid organizational management.
- Further AVA's commitment to environmental sustainability and continue the process toward becoming a net zero energy organization.

## **TRAITS AND CHARACTERISTICS**

The Executive Director (ED) will bring a personal passion and commitment to the visual arts and be a thoughtful and engaging leader with a deep background in organizational management. The ED will bring a level of professionalism and a creative vision that will build upon the history of the organization. Finding a balance between engaging the diverse communities of artists, constituents, and communities AVA serves, the ED will bring an inspirational focus to the future by maximizing the utilization of AVA's facilities to increase new earned and contributed revenue streams while honoring AVA's mission and respected traditions. The ED will place a high value on building relationships internally and externally and possess superior interpersonal and communication skills. The selected candidate will be a strong partner to the board, staff, artists, and community stakeholders, ensuring a vibrant future for this acclaimed organization.



## **SKILLS AND KNOWLEDGE**

The Executive Director will demonstrate experience in the following competencies:

- **Leadership:** Organizes and motivates people to accomplish goals while facilitating a sense of order, direction, and active participation among a variety of stakeholders.
- **Goal Achievement:** Works collaboratively with board and staff to set realistic and attainable goals and prioritizes activities to meet objectives.
- **Decision Making:** Welcomes the ideas of others and utilizes effective processes to make decisions while creating clear communication strategies.

## **PROFESSIONAL QUALIFICATIONS**

The successful candidate will have a strong background in all aspects of nonprofit management, with a keen interest in and deep connection to the visual arts. Qualified applicants will have experience managing multiple revenue streams along with skill in supervising and mentoring staff and the ability to engage productively with individual artists. A Bachelor's degree is required, and a relevant advanced degree is preferred. The position requires strong personal communication skills and a proven track record in marketing, fundraising, organizational strategy, and community engagement. Seven to ten years of senior management experience with increasing levels of responsibility will be a plus.

## **COMPENSATION AND BENEFITS**

Competitive compensation commensurate with experience, and a standard benefits package including health insurance and paid time off.

*At AVA Gallery and Art Center we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.*

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