

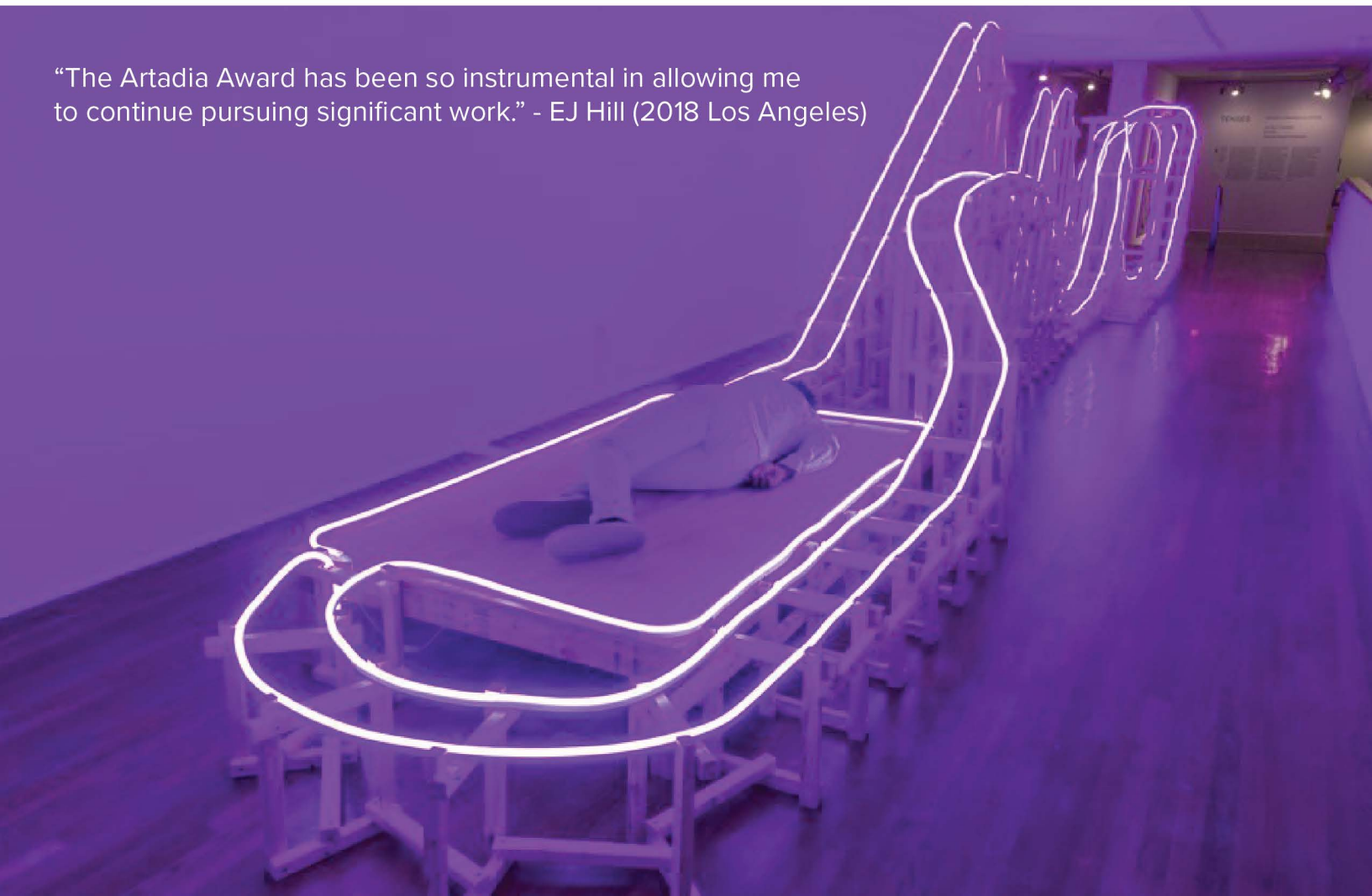
ARTADIA  
NON-PROFIT  
ORGANIZATION  
501(c)(3)  
EST 1999

# Leadership Profile

## Executive Director

The Artadia Board of Directors is excited to announce the search for its next Executive Director

“The Artadia Award has been so instrumental in allowing me to continue pursuing significant work.” - EJ Hill (2018 Los Angeles)



## Summary

As we near our 25th anniversary of providing innovative artists awards and support programs nationwide, Artadia is excited to announce our search for our next Executive Director. This is an exciting opportunity for a visionary leader to build on the many accomplishments of its departing Executive Director and to expand support for visual artists across the United States, and potentially international.

## Background

Artadia is a non-profit grantmaker and nationwide community of visual artists, curators, and patrons. We elevate the careers of artists at pivotal moments in their practice and help strengthen their communities through a proven combination of recognition, grantmaking, community support, and advocacy. Since its founding in 1999, Artadia has awarded over \$6 million in unrestricted funds to 389 artists in 7 cities.

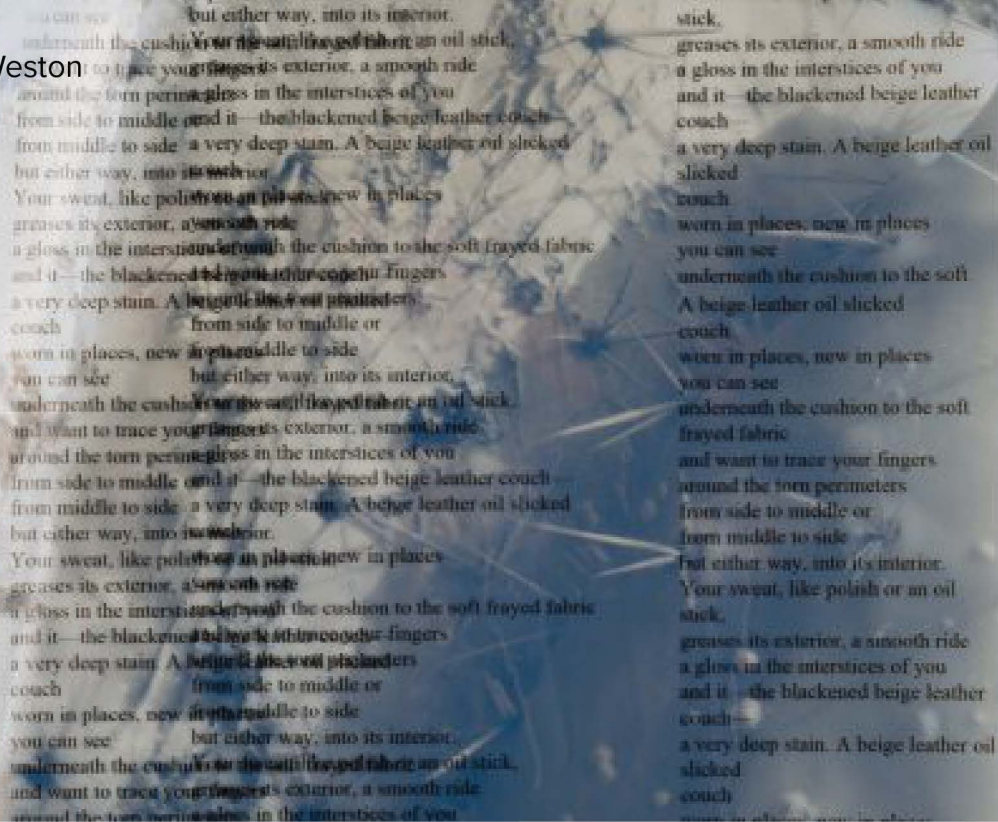
Founded by Christopher E. Vroom and a group of arts leaders in San Francisco, Artadia was built on the belief that visual artists play a foundational role in shaping society and the arts economy, both as storytellers and as civic leaders. In dialogue with the artists' communities they intended to support, Artadia launched an awards program that now encompasses seven major U.S. cities: Atlanta, Boston, Chicago, Houston, Los Angeles, New York City, and the San Francisco Bay Area.

Over two decades, Artadia has offered programs that reflect our mission to not only support artists, but remain informed by them. The Awards program identifies culturally underrepresented artists through a competitive process that convenes a rotating committee of curators as jurors, and annually supports at least 22 visual artists with \$15,000 each in unrestricted funds. In addition to our core Awards program, we offer an innovative professional development program—the [Artadia Network](#)—as a platform for meetings and workshops that unites artists across geographies, disciplines, and generations, increasing their access to the expertise of Artadia's colleagues—and to one another. Also, as cofounder of [Artist Relief](#), Artadia joined a coalition of arts grantmakers to offer immediate aid to artists throughout the United States working in many disciplines, who experienced extreme financial hardship as a result of COVID-19. A total of \$25 million was raised as part of this joint effort, supporting 4,682 artists with \$5,000 emergency relief grants from April 2020 to June 2021.

Through our collaborative work across artists' communities and institutions, Artadia continues to create conditions necessary for artists from all backgrounds to thrive and succeed. To do this work, Artadia has five full-time and one part-time staff with an operating budget of \$1.3 million, significant cash reserves, flourishing relationships with institutional and corporate funders, and substantial support from private donors.

For more information, please visit [artadia.org](http://artadia.org).

Charisse Pearlina Weston  
(2015 Houston)



## Key Responsibilities and Opportunities

The Executive Director is responsible for fully articulating the organization's mission, and collaborating with the Board of Directors, staff, and other stakeholders to clearly and consistently implement the vision of what the organization contributes to the artists it serves. This includes strategic planning, fundraising, sourcing and managing resources, day-to-day management, and representing the organization and mission. The Executive Director will set a long-term values-driven plan and top-line goal setting for artists programs and services, and ensure the organization's mission and purpose remain achievable and sustainable.

Building upon a stable foundation, the Executive Director will:

- Become an expert on the organization -- its history, priorities, values, issues, and funding strategies; establish strong working relationships with the Board of Directors, staff, artists, awardees, funders and the public;
- Sustain and promote an artist-centric vision, and ensure that the organization's integrity and service to the artists is of the highest quality;
- Procure and manage \$1.3 million annually by articulating Artadia's value proposition and identifying potential revenue streams (including earned income); develop and lead a fundraising strategy appropriate to Artadia's artists, patrons and potential supporters; work with the Board to assure long-term sustainability; steward existing funding sources and cultivate new individual, foundation, corporate and government supporters;
- Nurture relationships with the existing dedicated and diverse Board of Directors to maximize their interest and involvement in the growth and development of Artadia; ensure the Board has the right balance of members, information and resources necessary to govern effectively and responsibly; activate board committees; and establish opportunities for sustained meaningful engagement in the seven key program cities;
- Bring a leading-edge vision and leadership to the organization's direction, growth and development, including an assessment of its current grantmaking programs and goals; encourage and support innovation and strategic risk-taking within a rigorous and responsible programmatic framework;

- Establish a relational approach to sustaining donor relationships by engaging audiences, patrons and the broader communities in the core program cities; this includes an active travel schedule and leading dynamic donor trips focused on Artadia's mission;
- Assess the organization that has grown in the last decade around a charismatic and beloved director; adapt, if appropriate, the current structure, staffing and systems to be responsive to work, audience and objectives; integrate any technological advances that improve operations internally and artists and community engagement externally;
- Ensure that Artadia sustains a culture of inclusivity and is a truly national program, working across race, class and ethnic boundaries and reaching deep into grass-roots organizations to increase opportunities for active engagement for artists regardless of location, gender, age or ability;
- Building on Artadia's legacy, take a leadership role in furthering the support for artists nationwide; partner with other organizations when appropriate to expand interest in, visibility of and support for Artadia's mission and its artists; consider key alliances and partnership opportunities in the for-profit sector, such as commercial galleries, auction houses and art fairs, that would create platforms for Artadia Award artists in the marketplace and for the organization;
- Manage external communications by representing Artadia publicly; building relationships with like-minded organizations and thought leaders; cultivating speaking engagements; conducting interviews; encouraging key conversations about philanthropy and increasing the visibility of and deeper understanding of the value of supporting artists;
- Supervise a motivated professional staff; delegating specific responsibilities and appropriate authority, holding individuals accountable for specific and collective performance, maintaining a nurturing environment that fosters staff satisfaction, mentorship, and retention;
- Oversee the organization's financial operations; develop its budget; ensure that staff and programming keep within the allocated financial resources; provide the Board and funders with timely financial data for budgeting decisions and fundraising plans; refine an ambitious fundraising plan for the 25th anniversary capital campaign along with Board and staff.



Brendan Fernandes (2019 Chicago)

# Compensation & Benefits

We believe in a culture of care that includes health insurance for employees, parental leave, flextime, paid and sick time off, and professional development. We plan to offer additional benefits (dental and vision insurance, wellness fund, coaching, sabbatical after 5 years, etc) once more resources become more readily available.

- Salary: \$150,000
- Health insurance through United Oxford
- 12 paid holidays and starting with 15 vacation days per year (Artadia's office is closed between the Christmas and New Year holidays)
- Flexible work schedule

# Desired Qualifications

Executive Leadership should demonstrate cultural competency, exhibit a commitment to visual artists and have a keen understanding of the arts and culture sector. They should have a demonstrated commitment to Artadia's mission and vision, and value an artist-centered approach to decision-making. Prospective candidates must have a strong fundraising and cultivation track record and be able to manage multiple priorities simultaneously, as well as exhibit excellent written and verbal communication, analytic, computer and organizational skills.

The ideal candidate will possess the following skills and experience:

- A minimum of ten years relevant experience in the arts connected to grantmaking, artist support and services
- Strong leadership, facilitation and managerial skills, including proven recruitment, supervisory, staff development and retention, program management, and budgetary skills
- Strategic fundraising expertise to maintain and grow a diverse funding base for Artadia, including but not limited to foundations, corporations, government, individual supporters, and special initiatives
- Understanding of and an engagement with the arts funding community, including but not limited to foundations, government, and individuals
- Ability to assess current fundraising efforts and build upon existing development systems to diversify income opportunities
- Creative problem solver with the demonstrable ability to think strategically
- Ability to manage deadlines productively and professionally
- Ability to understand and enable a number of specialized efforts such as legal issues, fundraising, programs, tax and finance in collaboration with external vendors
- Maintain a strong network of artists, relevant practitioners, and funders

After one year, we expect to have achieved the following together:

- Secured \$1.3 million for Artadia's operations and programs for fiscal year 2024
- A complete assessment of Artadia's programming history, archive, management systems, fundraising tools, relationships, and assets
- A thoughtful strategic process and implementation schedule informed by Artadia's key priorities
- Savvy use of existing funding relationships to ensure continued visibility and sustainability of the organization
- Strategic building of new donor relationships and funding opportunities to ensure support of the organization's efforts
- A credible three year plan to incrementally build the organization and its programs to an appropriate level of staffing and funding

# Reporting Relationships

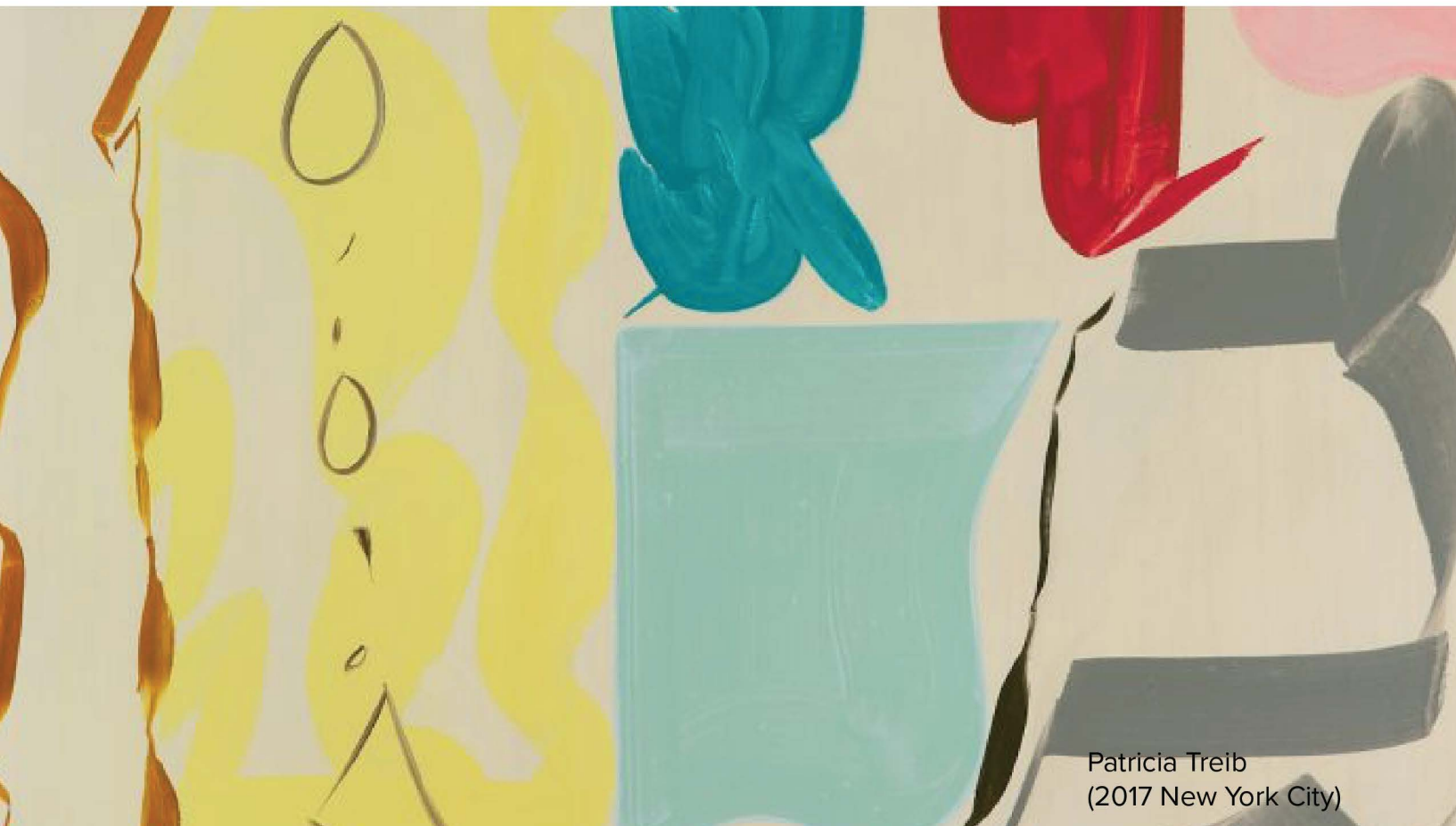
The Executive Director reports and serves as a thought partner to the Board of Directors and directly supervises and supports the Deputy Director and Program Director. The Executive Director will be responsible for further developing the team work environment. We are open and flexible to various work models, the below reflects our current work environment:

- The position is currently envisioned as full time (40 hours per week) with flexible hours
- This position currently functions in a hybrid in-person/remote capacity, with offices based in Brooklyn (Dumbo), New York City
- The position requires national and international travel

## How to Apply

Please send a cover letter and CV to [executivesearch@artadia.org](mailto:executivesearch@artadia.org). Resumes will be reviewed as they are received, and initial conversations will be conducted on a rolling basis. After the initial conversation, a Search Advisory Committee made up of members of the Artadia Board of Directors will review applications and first round interviews will begin in late June 2023. Interviews will initially be conducted via Zoom video conference. We anticipate at least two rounds of interviews and a final in-person meeting. Deadline for submitting applications is June 21, 2023.

Artadia is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. We will not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



Patricia Treib  
(2017 New York City)