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EXECUTIVE SEARCH FOR PHILANTHROPY & NONPROFITS

Position Specification



Executive Director

19 August 2019



Carlson Beck advises **California Alliance for Arts Education** on the basis of an exclusive consulting engagement.



POSITION SPECIFICATION

CALIFORNIA ALLIANCE FOR ARTS EDUCATION

THE POSITION: EXECUTIVE DIRECTOR
REPORTS TO: BOARD OF DIRECTORS
LOCATION: PASADENA, CALIFORNIA

THE ORGANIZATION

Mission

The mission of California Alliance for Arts Education is to promote, support, and advocate for visual and performing arts education for preschool through post-secondary students in California schools.

Overview

The California Alliance for Arts Education (“CAAE” or “the Alliance”) is in its fourth decade of working to build a brighter future for our state by making the arts a core part of every child’s education. A statewide leader and convener, the Alliance galvanizes California’s educators and other experts in arts and culture to advocate for quality arts education for all students.

CAAE’s efforts focus on three keys areas:

- ❖ **State Policy:** CAAE champions essential funding and supportive policies to advance quality, accessible arts education. The Alliance sponsors legislation and authors briefing papers on critical topics, which advance sound policy development.
- ❖ **Coalition Building:** CAAE’s Local Advocacy Network, now in numerous California communities and web-based advocacy groups, builds the capacity of advocates to communicate a unified message in their local communities by providing advocacy expertise, communications tools and leadership development.
- ❖ **Public Advocacy:** Through media coverage, public presentations and an array of online tools, CAAE engages the public in state and local arts education advocacy. Partnerships with leading state education, parent and arts organizations as well as business leaders and members of CAAE’s Policy Council extend its reach to millions of California citizens.

In addition to the staff and Board, the Alliance has a 39-member Policy Council which is comprised of allied partners from education, business, arts and parent organizations. Working in conjunction with the Board, the Policy Council is charged with authoring the organization’s Vision Framework and recommending annual Strategic Priorities, which guide the work of the Alliance. By engaging a broad cross section of stakeholders, this enables the Alliance to focus on the most pressing issues and concerns facing arts education at the state and local levels.



For more information please see www.arts411.org.

Operations and Organizational Structure

CAAE is governed by a 10-member Board of Directors. The annual operating budget is \$1.4 million. There are five full-time staff members as well as a team of contractors and volunteers. The Alliance's offices and staff are located in Pasadena.

Organizational Culture

Staff members of the Alliance describe the culture of the organization as caring, “family friendly” enabling work-life balance, and supportive of staff delivering their best work. Collaboration is highly valued. There is an openness to change in the pursuit of improving work outcomes.

THE POSITION

The California Alliance for Arts Education, a policy and advocacy organization working to strengthen K-12 arts education in California, is seeking a passionate, dynamic, and visionary leader as the next Executive Director. The new Executive Director will enter the organization at an exciting time for arts education in California. S/he will be articulate about the essential importance of advocacy and policy work, and creative about strategies to mobilize a statewide coalition of advocates for this impactful work.

This visionary leader is someone able to see beyond the current reality and imagine, communicate, and implement a compelling vision for the future. The next executive leader should be skilled at strategic planning, goal setting, and ongoing measurement of key performance indicators. S/he will be politically savvy, able to be agile with the new gubernatorial administration and the resulting changes in political dynamics in Sacramento.

The new Executive Director will demonstrate exceptional leadership, inspiring and supporting a growing network of allies and advocates as well as achieving continued results at the state and local school district levels.

The next executive leader must be thoughtful and passionate about addressing diversity, equity, and inclusion as core values for the organization at all levels – from board composition, to mission, to programs, to staffing, to assembling a circle of support that reflects the students and families attending California schools today.

The successful candidate will have a demonstrated track record of successfully securing foundation support, but also be comfortable and skilled at diversifying and expanding the funding base to include additional individual donors and corporate partners.

The successful candidate will be comfortable establishing relationships and mobilizing support from a diverse cross-section of stakeholders in K-12 education, the nonprofit arts sector, the business community and among parents and other civic leaders.

The position requires regular travel throughout California and to select national conferences or other events.



With a 40-year history of impact, an expanding Policy Council, a committed board of directors, experienced staff, and significant foundation champions, the Alliance provides a skilled and passionate leader a solid platform from which to grow the organization and its impact.

Responsibilities

Organizational Leadership & Board Relations

- Works with the Board Chair to provide visionary leadership for the organization.
- Works with the Board to implement and monitor the Alliance’s governance framework and strategic priorities.
- Works closely with the Board to monitor achievement or modify of goals and objectives on a schedule established by the Board.
- Maintains ongoing and regular communication with the Board and Board committees to keep them apprised of policy, planning, operations and program implementation.
- Provides support to the Board as well as assists in recruitment and orientation of new Board members.
- Oversees the recording and filing of Board meeting minutes and policy decisions.

External Relations and Thought Leadership

- Builds and maintains commitment to the Alliance’s mission and objectives by developing and strengthening relationships with constituent populations, including elected officials, educators, artists, parents, school administrators, and nonprofit leaders.
- Cultivates and maintains key relationships and partnerships with statewide organizations and key influencers, including but not limited, to the members of the Policy Council.
- Interacts effectively with representatives of the arts and education community, supports and participates in statewide events, and demonstrates understanding and sensitivity to the statewide and local arts and education climate.
- Raises the profile of the Alliance via externally facing actions such as attending public meetings, making presentations, and representing the Alliance as an active advocate for arts education.
- Keeps apprised of significant events, trends, pending legislation (at the local, regional, state, and federal levels) that may have an impact on funding or delivery of arts education programs and activities.

Fundraising

- Primary responsibility for fund development, including cultivation of individual, foundation, and corporate gifts.
- Plan and implement fundraising strategies to diversify and expand the revenue channels and grow the base of support, including both number and level of gifts.
- Partner with and support Board on effective fundraising activities.

Fiscal Management

- Brings strong fiscal management knowledge and abilities; skilled at proactively managing fiscal operations of an organization.
- Develops and manages the overall Alliance budget and prepares quarterly reports for the Executive Committee and the Board of Directors.
- Supports outside CPA firm who conducts annual financial review.



- With primary responsibility for fiscal operations, ensures control and accounting of all funds through the development and maintenance of sound financial practices.

Organizational Management

- Oversees staff in the development and updating of an annual work plan as it pertains to the larger strategic priorities.
- Manages staff in the implementation of the Alliance programs and services, overseeing program coordinators and/or contractors.
- Works with staff to innovate, develop, or otherwise enhance new or current programs and services.
- Manages human resources issues, including recruitment and hiring, training, motivating and developing employees; creating job descriptions; evaluating employee performance; assigning and delegating work; and ensuring compliance with personnel policies and procedures adopted by the Board of Directors.
- Ensures that all materials produced for programs, marketing, advocacy, or fundraising meet established standards for quality and are in alignment with the Alliance mission and goals.

CANDIDATE QUALIFICATIONS/EXPERIENCE

Education: Undergraduate degree is required. An advanced degree in a related field is a plus.

Experience: A minimum of seven years of relevant experience in a nonprofit environment with a track record of success. Evidence of diversity, equity, and inclusion lens in prior work.

Experience serving as Executive Director of an organization of similar scope, or senior leader of larger organization with significant P&L oversight.

Demonstrated success in building effective connections, collaborations, supporters, champions, and networks. Background and experience in community organizing.

Proven ability to grow resources through a variety of fundraising techniques, such as appeals, direct asks, major donor cultivation, corporate sponsorships, etc.

Experienced in activating a Board to maximize their participation and support while valuing their involvement and engagement.

Knowledgeable of California public education system, processes, and funding as well as the California legislative process.

Experienced in serving as a spokesperson; ideally will have branding and profile-raising success.

Experience as a firm, assertive, strong professional in advocacy efforts while also being appropriately diplomatic.

Knowledge of arts, education, and/or policy/advocacy highly preferred, but may not be required if exceptional track record in all other areas and compelling passion for the mission.



COMPETENCIES/ATTRIBUTES

The successful candidate will **be**:

- An excellent leader of people, processes, and strategy.
- Able to think strategically, analytically and creatively.
- An intersectional thinker and able to make an intersectional argument to funders.
- Politically savvy with ability to navigate diverse audiences – policy makers, arts and education leaders, parents, grassroots and major donors, corporate and foundation executives.
- Polished and engaging presentation and speaking skills reflecting well developed and active listening skills.
- Supportive of the work of others, collegial, with an optimistic orientation.
- A convener who is collaborative in approach and style, able to engage a wide array of stakeholders in dialogue with each other.
- Assertive without being offensive.

The successful candidate will **possess**:

- Passion for the Alliance’s mission!
- Commitment to equity and inclusion in all facets of organizational and field leadership.
- Fundraising experience and success with institutional funders, such as foundations and businesses.
- Existing contacts, networks, and relationships (corporate, individual, foundation, education and arts fields, etc.) and willingness to leverage them toward Alliance fundraising and advocacy.
- Excellent verbal and written communication skills.
- Honesty, integrity and a sense of humor.

COMPENSATION

A compensation package, including a comprehensive benefits package, will be offered, commensurate with experience.

*CAAE is an **equal opportunity employer**.*

*All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

For additional information regarding this opportunity, please contact:

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