

**Crealdé School of Art
Associate/Incoming Executive Director
JOB POSTING**

Overview

Founded in 1975 and located on a tropical campus in Winter Park, Crealdé School of Art is one of Florida's highest rated cultural organizations, with visual art programs that serve over 50,000 residents and visitors annually through classes, workshops, and exhibitions at the main campus, the Hannibal Square Heritage Center, the City of Winter Garden, as well as free collaborative programming throughout the Central Florida community.

The Associate/Incoming Executive Director is an innovative, seven-month position created to ensure a successful transition to the position of CEO/Executive Director. The Associate/Incoming Executive Director will be trained and mentored by the current CEO/Executive Director who has served the organization during its major growth period over 28 years.

The position will begin July 1, 2024 with the goal to replace Crealdé's long-running CEO/Executive Director, Peter Schreyer, in January of 2025. The candidate will be given specific projects and duties during the transitional timeframe that relate directly to the CEO/Executive Director position.

Following the transition, the outgoing CEO/Executive Director will remain available offsite as an Executive Consultant to support the new CEO/ED in maintaining organizational stability for a minimum of one year.

CEO/Executive Director

CEO/Executive Director is responsible for its day-to-day management and leadership of Central Florida's leading art school. As chief administrator, the CEO/Executive Director articulates an evolving mission-based vision for Crealdé's future; develops strategic and operating plans; oversees the annual budget and ensures fiscal responsibility, provides leadership for the staff and ensures effective, high-quality staff performance; and leads comprehensive fundraising efforts.

The position also oversees all artistic and educational programs to ensure that the programs interpret the Crealdé mission and brand to express artistic excellence, community service and inclusiveness.

The CEO/Executive Director effectively represents Crealdé to governmental, professional, civic and private agencies as well as to the media and general public; establishes and nurtures key external and community relationships.

In performing the aforementioned duties, the position reports to and works closely with the Board of Directors.

All management staff work closely with and report directly to the CEO/Executive Director.

Qualifications

The CEO/Executive Director will be an experienced cultural leader with a strong financial background, a love of community engagement and a broad understanding of the visual arts. All candidates should have substantial leadership and staff management experience along with a track record of collaborating with diverse individuals.

Qualifications include:

- At least 10 years of organizational management experience, with at least 5 years in the non-profit sector.
- A track record of effective leadership and staff management.
- A high degree of financial literacy with an ability to maintain and manage a budget of \$1.5 million.
- Experience in planning, including strategic/long range plans, annual administrative and development plans, and familiarity with marketing planning.
- Experience with fundraising, grant writing, annual campaigns, and donor relations.
- Demonstrated commitment to inclusivity and community service.
- Ability to work effectively in collaboration with diverse groups of people.
- An exceptional ability to build and maintain relationships and foster a spirit of collaboration with external partners including board members, staff and donors.
- Strong written and verbal communication skills, including public speaking.
- Mission-driven, positive, life-long learner, innovative and team-oriented.
- An advanced degree, such as an MBA, and experience in arts or humanities education is preferred.

Key Responsibilities

A. Planning and New Business Development

- Lead and oversee the implementation of organizational plans and policies, in partnership with the Board and staff. Major plans include the Long Range 5-Year Strategic Plan, the Annual Administrative Plan, the Annual Year-end Progress Report, the Annual Report to Membership and the Development Plan.
- Work with staff, faculty and Board to annually identify, prioritize and create plans to ameliorate gaps in capacity, programming and staffing.

B. Leadership & Management

- Oversee the implementation of the annual administrative plan and the month-by-month administrative calendar of programs and initiatives.
- Ensure programmatic excellence and evaluation, consistent quality of finance and administration, fundraising, communications.
- Hold weekly meetings with Accounting Manager to supervise the tracking of all financial transactions, maintain a positive cash flow and implement the annual budget of 1.5 million.
- Host monthly Board meetings and Executive Committee meetings; bi-monthly Finance Committee meetings and meetings with the Board President.
- Conduct weekly one-to-one meetings with key management staff.
- Approve and oversee all programming such as exhibitions, special events, outreach programs, special projects, programmatic partnerships and ventures into new curriculum areas, and ensure appropriate budgeting.
- Provide visionary leadership and encourage ownership and participation in Crealdé's mission, vision and values.
- Coach, develop and retain Crealdé's administrative and artistic management team.

- Hire, direct, supervise and review five full-time staff and eight part-time or contracted staff in accordance with job descriptions, policies and the Annual Administrative Plan.

C. Development & Communications

- Lead the development team consisting of the Senior Grant Writer, Development Assistant and the Board of Directors to identify and plan development strategies and opportunities.
- Maintain and expand the family of Crealdé's financial supporters through events, community building and personal relationship management.
- Work with the Marketing Manager to deepen and refine all aspects of communications—from web presence to external relations with the goal of building on Crealdé's strong brand, and increasing student and donor involvement.
- Use external presence and relationships to garner new opportunities.

Compensation and Time Commitment

The Associate/Incoming Executive Director will receive an annual salary of \$70,000.

The CEO/Executive Director position is full-time and salaried. Annual compensation for the full-time, salaried CEO/Executive Director is \$90,000. Benefits include a healthcare stipend, retirement contribution match, and one free art class per session. The CEO/Executive Director must be available during regular office hours during the week and flexible to attend Crealdé exhibitions and events on weekends, for a total of 40 hours per week, with paid vacation and holidays.

To Apply:

Please email the following to Nicole Fournier, Accounting and Human Resources Manager, nfournier@crealde.org by April 1, 2024.

- 1) A compelling letter of intent
- 2) Resume
- 3) A minimum of two references