

**Opportunity Executive Director
Central District Forum for Arts & Ideas**

The CD Forum seeks a creative and strategic thinker with the ability to manage and shape a vital and unique mid-size organization. The new Executive Director will inspire and work with the Board, staff, community leaders, and greater public to expand their support for the organization's future and historical role in the community, as well as oversee/administer multiple aspects of the organization including the artistic program, daily management, strategic development and planning.



About the CD Forum

The Central District Forum for Arts & Ideas is the only local nonprofit organization solely dedicated to presenting emerging Black arts, artists, and ideas in the Seattle area.

Stephanie Ellis-Smith founded CD Forum in 1999 with the belief that Black culture, art, and ideas deserve attention and spotlight for their significant contributions to Seattle's vibrant art scene as well as our culture at large. Twelve years later, the organization still stands true to its founder's vision.

Accomplishments

CD Forum has received a Kennedy Center Capacity Building Program participant, the Bent Writing Institute Award, Ted Lord Allied Award given by The Pride Foundation, and others. It has presented writers such as Pulitzer-Prize winner Isabel Wilkerson, legendary Olympian John Carlos, performers Lenelle Moïse, Cynthia Oliver's Dance Company, Guillermo E. Brown and BiLLLLL\$'.

Mission

The mission of CD Forum is to present and produce Black cultural programs that encourage thought and debate in the greater Seattle area. We do this in support of our vision to inspire new thoughts and challenge assumptions about Black culture.

The organization has a \$300,000 annual operating budget and presents an eight-month season of innovative programming.

The new Executive Director will join the committed two person staff and a highly engaged Board to lead the future work of the organization. The ED is expected to begin working full-time in early February, 2012.

Values

Community, Creativity, Identity, and Passion – We believe in the value of cultural and geographic community, the endless possibilities of creativity, the richness and right of every person to self-define their identity, and the sustaining power of passion.

Primary Responsibilities

Fundraising and institutional advancement

- Leads all development activities for the organization by working with the Board Development Committee and staff.
- Actively prospects and cultivates one on one relationships with previous, current, and prospective donors.
- Serves as primary spokesperson and contact to clearly articulate the mission and activities of the organization to the media, institutional funders, community partners/leaders, organizational peers, and other stakeholders.
- Provides strategic guidance for the institutional and programmatic marketing of the organization to ensure appropriate brand development that builds audience and community support.

Strategic planning and program direction

- Works with the Board, staff, and other stakeholders to develop and implement short and long term operational plans.
- Works with the Board to oversee and implement the strategic framework, which includes three primary strategies focused on: audience development, renewed programming capacity, and evolving the organization's business model.
- Regularly evaluates progress towards goals with the Board and staff.
- Directs the work of the Board Programming & Marketing Committee to ensure that seasonal programming meets organizational objectives and serves the mission.
- Serves as primary staff liaison to the Board and works with the Board president and committees to enhance the overall functioning of the Board; regularly reports organizational activity to the Board.

Administration and finance

- Manages the human resources of the organization and ensures adherence to personnel policies and procedures.
- Oversees the efficient and effective use of financial, organizational, and technological resources.
- Hires and directly supervises all staff.
- Oversees the annual operating budget and works with the Board Finance Committee and staff to regularly report on the fiscal health of the organization.
- Collaborates with the Board and staff to prudently manage the organization's resources within budget guidelines.

Desired Qualities

The CD Forum seeks a seasoned leader with experience transforming a midsize organization into a sustainable arts enterprise. Successful candidate will be strategic, creative, independent and collaborative. The Board seeks a candidate who will shape and manage the organization's future direction while also remaining true to its historical role in the community. The ED will provide internal leadership among staff and Board, and build upon established relations in the community. He/she will have a demonstrated passion for Black culture, experience in arts management, and possess a commitment to furthering the mission, vision, and values of the organization.

Additionally the candidate should clearly demonstrate the following competencies:

Leadership ability

Is readily able to identify strategic opportunities, inspire individuals to "get behind" an initiative, mobilize, and manage resources to achieve measurable results.

Arts and humanities sensibility

Understands the opportunities and complexities in presenting Black art and culture to diverse audiences and has a history of supporting and advocating for Black art and culture.

Interpersonal/relationship building skills

Successfully works with a wide range of individuals from varying backgrounds inside and outside the organization, locally and nationally.

Collaborative style

Fosters a congenial and collaborative environment among Board, staff, and community organizations that encourage critical thinking and reward excellence.

Communication skills

Articulates and successfully conveys CD Forum's mission, vision, and model to local and national audiences. Encourages open communication among and between staff and Board.

Experience

- **Management** - At least 5-7 years of senior non-profit management experience (highly preferably in the arts) with increasing levels of general management and budget responsibility.
- **Fund Development** - Proven experience in raising funds from individuals and institutions, as well as effective Board fundraising relations.
- **Financial Management** - Demonstrated experience with running the financial and operational functions of non-profit organizations and managing budgets of comparable size.
- **Board Relations** - At least 3 years of experience of effectively working with a board of directors.
- **Programming** - A history with and understanding of Black arts and cultural affairs, with a particular focus on contemporary work and experience with marketing this type of programming.
- **Education** - A BA or equivalent degree is required; advanced degree is desired.

Applications

The CD Forum is an equal opportunity employer. We thrive on the diversity of background, identity, and opinion of our audiences, as well as our Board, staff, and volunteers. We encourage all qualified candidates, including qualified people of color to apply.

Interested candidates should submit a resume, cover letter, and three references by end of business on Monday, January 16th, 2012.

Mail to:
Executive Director Search
Central District Forum for Arts & Ideas
P.O. Box 22824
Seattle, WA 98122-0824

Or email: search@cdforum.org