



## **Executive Director**

Central District Forum of Arts & Ideas

**Job Location:** Hybrid/remote and in-office at the Langston Hughes building

**Compensation:** \$95,000-\$99,000

*Motus Recruiting and Staffing is proud to partner with the CD Forum of Arts & Ideas in its executive search for an Executive Director.*

## **MISSION, VALUES, AND VISION OF THE CENTRAL DISTRICT FORUM OF ARTS & IDEAS:**

The mission of the Central District Forum of Arts & Ideas or CD Forum is to present and produce Black cultural programs that encourage and inspire art, thought and debate in the greater Seattle Area. We do this in support of our vision to inspire new thinking and challenge assumptions about Black culture. *CD Forum for Arts & Ideas is the only local nonprofit organization solely dedicated to presenting emerging Black arts, artists, and ideas in Seattle, Washington.* CD Forum was founded in 1999 by Stephanie Ellis-Smith 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. 23 years later, the organization still stands true to its founder's vision.

The organization has a \$300,000 annual operating budget and presents an eight-month season of innovative programming. Due to the stellar performances and artists, 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, Olympian John Carlos, and performers like Lenelle Moïse, Cynthia Oliver's Dance Company, Guillermo E. Brown, and BiLLLL\$'.

*"Community, Creativity, Identity, and Passion"* stand as the password for CD Forum and the values we stand upon. 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.

To learn more about the CD Forum, visit their website: <https://www.cdforum.org/>

## **CD FORUM'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:**

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. The CD Forum empowers Black artists and builds community through art. We provide one-of-a-kind



artistic, culinary, and community experiences that lift artists and engage the community. The CD Forum of Arts & Ideas believes that Blackness is not a monolith.

### **OVERVIEW OF THE EXECUTIVE DIRECTOR ROLE:**

The Executive Director (ED) 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. The CD Forum seeks a seasoned leader with experience transforming a mid-size organization into a sustainable arts enterprise. The ideal 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, Board and build upon established relations in the community. The ideal candidate 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, particularly with a connection to the historic roots of the CD Forum in the Central District of Seattle. The new Executive Director will join the committed two-person staff and a highly engaged Board to lead the future work of the organization.

**Salary range for Executive Director: \$95,000-\$99,000**

### **ESSENTIAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:**

#### **Fundraising and Institutional Advancement**

- Leads all development activities for the organization by working with the Board Development Committee and staff
- Actively cultivates one-on-one relationships with current and prospective donors
- Serves as the primary spokesperson and contact to clearly articulate the mission and activities of the organization to the media, institutional funders, community partners and leaders, organizational peers, and other key 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**

- Collaborates with Board and staff to develop and implement short-term and long-term goals and operational plans
- Oversee all strategic frameworks to implement 3 strategic areas (Audience development, renewed programming capacity, and evolving the organization's business model)



- Regularly evaluates progress toward goals with the Board and staff
- Directs the Board's Programming & Marketing Committee to ensure that seasonal programming meets organizational objectives and serves the missions
- Serves as primary staff liaison to the Board and works with the Board chairperson and standing committees to enhance the overall functioning of the Board, and regularly reports organizational activity

### **Administration and Finance**

- Manages the Human Resources of the organization and ensures adherence to personnel policies and procedures, and hires and directly supervises all staff
- Oversees the efficient and effective use of financial, organizational, and technological resources
- Strategically manages 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

### **PREFERRED SKILLS AND KNOWLEDGE OF THE EXECUTIVE DIRECTOR:**

- Knowledge of the opportunities and complexities in Black art and culture to diverse audiences and a history of supporting and advocating for Black art, artists, and culture, with a connection to/or demonstrated understanding of the local artistic and cultural community
- Proven ability to readily identify strategic opportunities, inspire individuals to "get behind" an initiative, mobilize, and manage resources to achieve measurable results
- Experience in successfully working with a wide range of individuals from varying backgrounds inside and outside the organization, locally, and nationally
- Able to successfully articulate in oral and written communication styles
- Experience with fostering a congenial and collaborative environment among Board, staff, and community organizations that encourage critical thinking and reward excellence

### **EDUCATION AND EXPERIENCE OF THE EXECUTIVE DIRECTOR:**

- Minimum of 3-5 years of experience in effectively working with Board relations
- Demonstrated experience overseeing the financial and operations capabilities of nonprofit organizations and managing budgets of comparable size
- At least 5-7 years of senior nonprofit management experience with increasing levels of general management and budget responsibility – highly preferably in the Arts
- Proven experience of 3 years fundraising from individuals and established institutions – highly preferably in Board fundraising relations



- Minimum of 3-5 years of program understanding of Black arts and cultural affairs, with a particular focus on contemporary work and experience with marketing this type of programming
- Bachelor's Degree or equivalent transferable skills

**About Motus Recruiting and Staffing, Inc.**

*Founded in 2006, Motus is an award-winning recruiting and staffing firm in the Pacific Northwest, specializing in professional services and technology solutions. We are a group of people who not only recognize the importance of representation, but actively fight for diversity, equity, and inclusion in the recruitment process. Our goal is to educate organizations on the importance of DEI when hiring, promoting, and supporting diverse employees. We are calling organizations to demonstrate their commitment to DEI by being intentional about whom they hire.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability, or protected veteran status.*