



EXECUTIVE DIRECTOR JOB OPPORTUNITY

Organization Mission, Goals, and Values: Located in downtown Pelham, NY, the Pelham Art Center is a 54 year old educational and cultural non-profit institution committed to providing access to study, experience and appreciation of the arts.

The Pelham Art Center strives to be a vibrant, engaging arts space that provides meaningful and unique opportunities to learn about and enhance artistic skills and practices.

With community building at our core, PAC welcomes participants and artists of diverse backgrounds to foster connections and encourage the open exchange of ideas. The Pelham Art Center values and celebrates creativity, innovation, community building, and mutual respect.

Organization Information: The Pelham Art Center has been a strong community pillar since 1970 when it was founded as *The Pelham Art Happening* by a group of women committed to offering free and affordable cultural activities and arts education to adults, children, and artists of all ages and all abilities.

Each year, PAC serves approximately 12,700 people who live in southern Westchester County and the northern Bronx. The Pelham Art Center also works with more than 300 artists and artist educators each year. Located in downtown Pelham, NY, The Pelham Art Center is near mass transit and highways.

The 2023/24 operating budget is \$800,000. PAC employs regular staff, consultants, and artist educators and owns and occupies a 5,700 sf one story building with a large courtyard. The building houses two exhibition galleries, three art studios, a kiln room, storage, reception desk, kitchenette, two lavatories, small shop, and staff offices.

The Pelham Art Center is governed by a Board of Directors, a dedicated group of area residents who love and support the arts and community based organizations. Its members are business professionals and entrepreneurs, artists, and civic volunteers.

The Position: The Executive Director (ED) is the Pelham Art Center's main public representative along with the current Director of Finance and Operations. The ED also provides leadership, vision, and artistic direction, creating a safe environment and inclusive culture that fully supports and advances the organization's mission and goals.

The Pelham Art Center seeks a leader who will continue to grow its reputation, attract new audiences, and provide excellent services to the community through its classes, exhibitions,

programs for underserved communities, and other public events. It is especially critical that this person have ties to the artist community specifically in the tri-state area, and have experience with fundraising through individual and corporate donors as well as grant-writing.

The ED leads PAC's fundraising efforts, including the annual campaign, foundation and government grants, individual gifts and membership. With significant support from the Board, PAC also hosts two large annual fundraising events (spring and fall).

The ED will also lead and manage a phased Capital Campaign which began in 2023. An active campaign and facility committee are engaged with the effort. The two phased campaign supports structural and mechanical system replacements; a renovation and small expansion of the facility; and support for the cash reserve.

Work Responsibilities:

Organization Management

- Provide visionary leadership to the board, staff, community, and business and program partners.
- Oversee programs, staff management, annual and capital fundraising, and fundraising events.
- Demonstrate entrepreneurial instincts with strong business acumen to drive results and growth.
- Direct facility maintenance, upkeep, and security.
- With the Director of Finance and Operations, oversee business operations. Including the annual budget; fiscal tracking and reporting; technology and database systems; and human resources.
- Schedule, participate in, and provide materials for meetings of the full Board, Executive Committee, 5 standing board committees, and any special committees.
- Ensure compliance with all applicable laws and regulations, The Pelham Art Center by-laws, and any other governing plans.
- Develop strategic plans, long-term vision, and resource plans.

Staff Leadership

- Lead and mentor a team of mission-driven professionals.
- Create a culture where professional development and internal leadership capabilities are valued and supported.
- Develop staff recruitment and retention strategies to ensure organizational longevity and overall staff satisfaction.
- Serve as a strong voice for diversity and inclusion, leading by example with tremendous authenticity and ability to establish relevance and credibility in the community.
- Demonstrate expertise in change management, fostering adaptability, and innovation while driving sustained growth and program excellence.
- Serve as a mentor and model for civic engagement and leadership.

Revenue Development

- Identify, cultivate, and strengthen relationships with new and existing donors.
- Sustain and grow a diversified contributed and earned revenue program that increases general support and the cash reserve.
- Expert management of fundraising events that welcome new individuals, businesses, and community leaders, while retaining existing supporters.
- Serve as a steward and maintain relationships with all supporters of the organization, including volunteers, donors, elected officials, customers, and artists.
- Partner with the board and The Pelham Art Center staff to craft revenue goals and strategies to ensure fundraising success.
- Ensure sustainable funding from a variety of sources, including government, major gifts, and new sources of revenue.
- Lead and manage the Capital Campaign.

Community Partnerships

- Foster trust, interdependence, and collaboration with community partners, including government agencies, local organizations, school systems, and area residents.
- Build and activate partnerships and coalitions with local, regional, national, and global partners to advance The Pelham Art Center's mission.
- Exercise diplomacy and a strong ability to navigate complex multi-stakeholder environments.

Preferred Skills and Qualifications:

- 4 year degree, Masters a plus.
- 10 years relevant work experience, including 5 years supervising multiple employees, consultants, and contractors.
- Work experience in a multi-disciplinary facility with exhibition galleries, multi-arts spaces, or studios/classrooms.
- Successful experience reporting to and working with a Board of Directors.
- Experience interacting with adults and students of all ages and abilities.
- Active professional network of arts organizations, artists, and businesses in Metro NYC/Westchester County/Hudson Valley.
- Development and management of \$800K+ annual budget.
- Responsible for successful revenue generation through contributed and earned sources.
- Demonstrated record in grant writing and fundraising from individuals and corporations.
- Clear understanding of the different types of grants and obligations to servicing each.
- Experience speaking to groups and leading meetings.
- Excellent writing, editing, and research skills.
- Expertise with Google Suite, MS Office, CRM databases (NEON in use), and other presentation and document tools.
- Valid Drivers License.
- Ability to lift up to 20 lbs occasionally.

Job Information and Employer Provided Benefits:

- Position is full-time, in person, and includes evening and weekend work
- Salary Range: \$75,000 to \$90,000

- Paid time off: 3 weeks vacation, 10 holidays, and 10 sick days
- Health & Life Insurance
- 403b Plan with employer match
- Free classes for employee or/and family member
- Discount on shop and gallery purchases

To Apply:

To be considered for the opportunity, please send an email to pelhamacedsearch@gmail.com and attach one document containing a cover letter and resume. The Pelham Art Center Search Committee will contact you if they wish to schedule an interview. Thank you.

The Pelham Art Center is an equal opportunity employer. The Pelham Art Center prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, disability, veteran status, sexual orientation and/or identity, criminal record, marital status, or any other basis prohibited by law.