

President and CEO Arts and Education Council

Position Summary

The President and CEO serves as A&E's chief executive and ex officio board president, providing a strategic and collaborative vision that strengthens A&E and ensures the engagement of constituencies, inclusion of diverse voices, and fulfillment of A&E's mission "to build appreciation, participation, and support for the arts and arts education in the St. Louis community." An enthusiastic champion of the arts who will serve as an ambassador and spokesperson, the President will heighten A&E's local and regional visibility and influence while cultivating positive relationships and support for the organization. This individual manages all aspects of operations, finances, publications, and programs. They will take the lead in developing a business model for the next phase of the organization's growth, operationalize strategic priorities, and create effective work plans. Reporting to A&E's board of directors, the President uses the organization's resources effectively to achieve organizational goals, enhance capacity, build philanthropic support, broaden influence, and ensure financial sustainability. The President oversees a staff of 9 full-time professionals. Direct reports currently include the Director of Development, Marketing Manager, Grants and Programs Manager and the Administrative Operations Coordinator, and the contract accountant.

About the Arts and Education Council

Celebrating its 60th anniversary in 2023, the Arts and Education Council ensures the 16-county, bi-state St. Louis region is rich with arts and cultural experiences for all through programs and services that support more than 70 organizations each year, including: general operating grants; arts incubation at the Centene Center for the Arts; PNC Program Grants; the Arts and Education Fund for Teachers; Bayer Fund Rural Community Arts Program grants; Arts and Healing Initiative, with lead funding from Missouri Foundation for Health; the Catalyst Innovation Lab; Leadership Roundtables; Arts Marketers; the St. Louis Suburban Music Educators Association; the Keep Art Happening Scholarship; and the St. Louis Arts Awards.

The Arts and Education Council is entirely funded by individual donors, corporations and foundations in the St. Louis region. Since its inception in 1963 as the region's only privately-supported united arts fund, the Arts and Education Council has raised and distributed more than \$110 million in private funding for the arts, a significant contribution that directly impacts the quality of life in our region.

Website: KeepArtHappening.org **Facebook:** [ArtsandEducation](https://www.facebook.com/ArtsandEducation) **Twitter:** [@ArtEdSTL](https://twitter.com/ArtEdSTL)

Instagram: [Arts_Education_Council](https://www.instagram.com/Arts_Education_Council)

Roles and Responsibilities

Resource Development and Governance

- Diversify philanthropic resources that support A&E's strategic vision, support its growth and sustainability, and cultivate and engage new audiences for supporting the arts.

- Develop contributed revenue strategies with donors locally and regionally, engaging new funders and stewarding existing supporters.
- Encourage innovative membership program services and growth in publications, research, and emerging technologies for new and renewed memberships.
- Build and implement annual and multi-year fundraising plans to increase earned and sponsorship income for operations, programs, and special initiatives with the Director of Development.
- Identify, cultivate, and aid in the recruitment of board members whose skills, experience, financial connections, and diversity meet the organization's needs and can help achieve its strategic goals.
- Maintain a strong partnership with the board of directors, engaging in open and transparent communication with individual members and all committees to enable the board to fulfill its fiscal and fiduciary responsibility.
- Guide the board and staff in building a culture of philanthropy, developing strategies, and defining key messages to ensure that revenues meet organizational goals.
- Embrace other resource development and governance roles and responsibilities as needed.

Strategic Leadership and Engagement

- Implement the five strategic imperatives of the A&E Strategic Plan.
- Guide a new strategic planning process that builds on the organization's current strategic plan and the Elements of a Vibrant Community and supports annual and multi-year work plans to achieve defined priorities.
- Identify and articulate critical issues within the arts field, serve as a champion, and proactively advocate for the importance of A&E as a cultural resource with strategic partners, donors, funders, the media, and others.
- Advance the field through advocacy and foster alliances with other organizations across the field that deepen the impact of A&E and the communities it serves.
- Execute strategies to grow participation in A&E programs.
- Welcome and engage culturally diverse perspectives and communities as part of A&E's mission.
- Stay abreast of public policy issues and trends affecting the field, emerging artists, and practices.
- Serve as a thought leader enhancing the A&E reputation and brand.
- Guide the implementation of the marketing plan to grow engagement with all audience segments for A&E programs.
- Lead A&E as a national hub and resource for artists and makers with opportunities for education, professional development, online sales platforms, and community support.
- Embrace other strategic leadership and field engagement roles and responsibilities as needed.

Fiscal and Organizational Oversight

- Lead A&E's day-to-day operations to meet fiscal and operational goals and ensure an inclusive, productive, and collaborative work environment.
- Demonstrate a collaborative leadership and communication style toward A&E's staff, board members, and community.
- Recruit, support, evaluate, and mentor a diverse staff to support A&E's short- and long-term goals and programs.
- Ensure that A&E's personnel policies, procedures, and performance standards are equitable and support employee empowerment and retention.
- Guide the preparation, monitoring, and monthly reporting of the annual budget, financial policies, and cash management.
- Determine organizational resources that are needed to ensure short-term effectiveness and long-term sustainability.
- Oversee all corporate and legal matters.
- Embrace other fiscal and organizational oversight roles and responsibilities as needed.
- Ensure that all internal processes and systems are designed for maximum structural ease.

Facility Management

- Demonstrate management ability over the Centene Center for the Arts, the building A&E owns in the Grand Center Arts District by controlling costs and maximize revenues that protects A&E's financial investment in the building.
- Prioritize good relationships with resident organizations while maximizing the use of the public space.

Desired Qualities:

These Qualities form the type of expected character, talent, acumen, and skills of each applicant for consideration. The Qualities are not listed in any hierarchy and are inclusive.

Energetic Passion

The President will have a contagious belief in our mission. Their conviction will inspire growth, support, and creativity. The President will motivate our donors, constituents, board of directors, staff and our community to adopt, follow, encourage, and spread our principles. Annual existing donors' gifts will be sustained and increased, lapsed donors will return and the donor base expanded annually.

Business Astuteness

The A&E leader is accountable for diverse, complex business responsibilities. Foremost, is soliciting donor support and the stewardship of its distribution. Income must be carefully managed through regular financial statements and budget updates. The ability to manage irregular income and the nimbleness and judgement to make sound financial decisions are mandatory. Business understanding and knowledge to run the full organization, communicate effectively with corporate donors, individual donors, and arts constituents we serve is essential. Astute management of the Centene Facility of the Arts and its tenants is expected. The President is responsible for the motivation, development, effective structuring of operations, and efficient control of operational costs.

Gracious Pivoter

Change is part of any organization. The President must have the ability to forecast, envision, plan, garner support, implement, and guide all affected. Communication must include clear messaging with positive approaches. The ability to implement appropriate feedback and, when necessary, respond confidently, concisely, and sensitively to those resistant to change is required.

Art-Driven

The President will appreciate the arts in its many forms and origins. Art is a critical asset of our community. Support for art creation, visibility, appreciation, and accessibility is fluid and diverse. On-going development of art experience and knowledge is expected including attendance at events and performances, collaboration with other art support agencies, and active participation with local and national arts organizations. The President will be expected to pair vision for the expansion, accessibility, diversity for resources for the arts with communication, drive, and implementation for new ideas and voices. The President is responsible for the recruitment, retention, development, and support of art-driven staff.

Discerning Diplomacy

As a funder for a wide variety of art and arts education, the ability to communicate with diplomacy leads to success. Decisions will be challenged by those we serve, and difficult conversations must be navigated. Interaction with our corporate and individual donors and other art supporting organizations, board members and staff requires discretion. Avoiding disclosure of information, prematurely causing unnecessary stresses, or adversely affecting reputations of our partners or our organization in any way is not acceptable. Clear judgement, superior tact, and strong interaction with all our stakeholders are attributes expected in the primary representative and leader of our organization.

Qualifications

- A minimum of 10 years of senior management experience at a cultural organization, educational institution, arts organization, national association, or similar nonprofit entity is required.
- Bachelor's degree required; Master's degree preferred.
- Previous experience successfully managing complex teams and working with a board of directors.
- A connection to A&E's commitment to equity, mission, and activities is essential.
- Experience in fundraising, program development, and various media
- Extraordinary interpersonal and writing skills are needed.

- Exceptional time management.
- Leading candidates will have experience in the arts and a proven history working with a diverse group of individuals who come from a range of cultural backgrounds, ideological approaches, professional experiences, and geographic areas.

Compensation and Benefits

A&E offers competitive compensation, expected to be in the range of \$120,000 and \$160,000. Benefits, include healthcare, dental insurance; paid time off; short-and long-term disability insurance; and a retirement plan.

Applications and Inquiries

To apply, submit a cover letter and resume to prich@emdconsulting.com. Please take a 10-minute assessment at: <https://assessment.predictiveindex.com/bo/o1f/AandECEO>.