



ShoreLake Arts invites applications for the position of

Executive Director

Mission: To cultivate creativity and inspire our community through the arts.

The Position: ShoreLake Arts seeks a dynamic and experienced leader with a passion for community arts to serve as Executive Director. Acting with creativity, strategic vision, an entrepreneurial spirit, and a deep commitment to inclusivity, the Executive Director is responsible for ensuring that ShoreLake Arts fulfills its mission of “cultivating creativity and inspiring our community through the arts” and upholding the legacy the organization has established over its 35 years serving the Shoreline and Lake Forest Park community. The Executive Director serves as the organization’s chief executive officer, managing finances, directing and administering all programs, day-to-day operations, and policies as well as supervising the professional staff. The Executive Director manages a team of full- and part-time staff and is responsible for monitoring workplace health and collaborating with the Board of Directors when necessary.

Consider applying here if you:

- Have a passion for the arts, embrace the spirit of creativity, and share our commitment to Diversity, Equity, Accessibility, and Inclusion
- Lead with kindness, are inspirational, nimble, and trustworthy

And if you want to:

- Grow and continuously improve ShoreLake Arts within the bounds of our [Strategic Framework](#) and our [Mission and Values Statement](#) to serve our diverse community
- Expand and strengthen collaborative relationships within the local and regional King County arts community, city and county government, and the local business community.
- Partner with the ShoreLake Arts Board to identify and develop a new physical space as a headquarters to bring together our classes, programs, and our Gallery store under a single roof.

The Executive Director is responsible for:

Planning and Strategy – Engage with the Board and staff in short and long-term strategic planning that aligns with the organization’s mission. To be proactive in raising concerns and provides solutions that ensure the wellbeing and reputation of the staff and organization.

Financial Management – Oversee the organization’s financial health and sustainability, writing annual budgets and setting financial priorities. Assess existing revenue opportunities and spearhead new ones. Work with the Board Finance Committee to monitor and report on revenues and expenditures.

Fundraising – Develop and execute a diverse fundraising plan to generate and sustain giving and sponsorships from major donors, businesses, foundations and the community.

Community relations – Seek out and engage in collaboration with artists, other nonprofit arts and culture organizations, the Shoreline School District and Shoreline Community College, the cities

of Shoreline and Lake Forest Park, King County, and local businesses. Assume a leadership role in community partnerships that promote arts and culture in our region.

Advocacy – Serve as the chief spokesperson for ShoreLake Arts in the community; represent ShoreLake Arts to government agencies, local businesses, and arts and culture organizations; articulate and communicate the value of the arts in improving our quality of life and the economic viability of our cities; and promote community support of the arts generally and ShoreLake Arts specifically.

Partnership with Board of Directors – Maintain a strong working relationship with the Board of Directors. Communicate effectively with the Board and provide timely and accurate information to assist the Board in making informed decisions. Support standing and ad hoc board committees, including the Executive, Finance, Governance, Resource Development, Strategic Planning and Building Committees.

Operational and Program management – Effectively administer all operations of ShoreLake Arts. Oversee and support the design, promotion, and delivery of high-quality arts programs and events that reflect our commitment to diversity, equity, and inclusion, and support our Mission and Values.

Staff leadership and management – Select and cultivate qualified staff and outside contractors, model effective behaviors, foster teamwork, and sustain morale. Plan strategically to ensure that staff structure and duties fit with the organization's mission and goals. Ensure that staff participates in regular Justice, Equity, Inclusion, and Diversity training.

Integrity – Conduct all business with the highest standard of integrity. Ensure that all activities are legal and ethical. Oversee legal obligations and compliance with all state, federal and local reporting requirements.

Required Skills:

- Bachelor's Degree from an accredited four-year college or university in arts administration, fine arts, business administration, or a related field.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Successful record in fundraising, including cultivating supporters, managing fundraising campaigns and events, and generating revenue through individual donors, foundations and government grants, and corporate sponsorships.
- Non-profit experience
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures
- Ability to understand and follow the legal, financial, and ethical requirements of leading a nonprofit organization.
- Ability to understand and produce complex budget spreadsheets.
- Familiarity with Microsoft Office, Google Suite & Drive, Adobe Creative Suite, Little Green Light (or other CRM software), Monday.com, Constant Contact, and other digital tools.

The ideal candidate will also be able to:

- Articulate ShoreLake Art's mission and vision to expand community engagement and donor base
- Ability to inspire teams and lead with integrity
- Ask hard questions and answer hard questions

Education and Experience

- Ten years total experience managing a combination of cultural programming, art programs, and/or grant programs, preferably in the nonprofit sector, with 5 years' experience at supervisory and/or managerial level
- Hands-on financial management experience, including budget preparation, analysis, decision-making and reporting.
- Experience in the work around diversity, equity, accessibility and inclusion.
- Experience with major capital campaigns or facility initiatives is a plus.

Management Style & Attributes

- **Be highly organized, decisive, and exhibit grace under pressure.**
- Demonstrated ability to manage teams with varied strengths and skillsets
- Ability to manage and hold accountable remote teams
- Have a genuine passion for the arts, community building, and community service.
- Be comfortable leading in a creative, collaborative environment with multiple stakeholders.
- Have a deep commitment to diversity, equity, accessibility and inclusion in organizational decision-making, strategy, and operations.

Knowledge, skills, and competencies

- Adept at communicating
- Effective leadership, management, and people skills.
- Ability to prioritize issues, initiate action, and timely follow-through.
- Outstanding ability to articulate, inspire, persuade, and communicate with a wide range of diverse stakeholders and audiences.
- Ability to hire and retain quality staff.
- Fluency in Spanish and/or Mandarin is a plus.

Salary: \$75,000 - \$85,000 annually, commensurate with experience.

Benefits: Employer-paid Health, Vision, & Dental; paid Sick & Vacation time (accrued separately); 6 paid holidays annually.

Location: Shorelake Arts has a flexible work environment as scheduling permits, though the majority of work is on-site. There is some evening and weekend work required.

FLSA Status: Full Time, Exempt

Application Process:

Interested applicants should send a cover letter and resume (with a list of professional references) to ShoreLake Arts Executive Search at ExecutiveJobSearch@ShoreLakeArts.org. In the cover letter, please include a paragraph telling us how diversity, equity, accessibility and inclusion figures into your lived experience, past and present professional life, and community engagement. Applications postmarked by March 1, 2024 will receive priority review.

EEO Statement

ShoreLake Arts is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including gender identity), sexual orientation, disability, age, national origin, political affiliation, marital status, parental status, military service, or other nonmerit factors.

ShoreLake Arts Council Background: In 1989, a group of volunteers founded ShoreLake Arts (a dba of Shoreline Lake Forest Park Arts Council) to support, present, and encourage the arts in Shoreline and Lake Forest Park. **Today**, this 501(c)(3) nonprofit arts organization is still managed by a volunteer board of directors but also has a paid professional staff of 5. We present a variety of

community arts programs ranging from the Shoreline Short Short Film Festival and the Battle of the Bands to a Dia de Muertos celebration and the annual 6X6NW Art Sale & Show. We operate a retail Gallery featuring the work of over 90 local artists. We also provide afterschool art education experiences for youth, including summer camps and school break programs. Our offices are located at the Shoreline Center; the ShoreLake Arts Gallery is located at Lake Forest Park Town Center. **In the future**, ShoreLake Arts seeks to increase its presence in the community by moving to a physical space where current and new programs can flourish, even as we continue to bring arts events to parks and neighborhoods throughout our two cities.