

SPECIFIC RESPONSIBILITIES OF THE ED POSITION INCLUDE:

LEADERSHIP

- Actively engage with the Regional Center of the East Bay, seeking to ensure that the most advantageous funding opportunities are clearly understood and established;
- Be an effective advocate for Creative Growth and for those it serves; expand relationships with those in a position to support Creative Growth's mission, impact and operations;
- Participate in advocacy efforts in support of the rights of people with developmental disabilities and funding;
- Support opportunities to share knowledge and learnings and be a good partner to others engaged in this work;
- Work closely with the Board to ensure the development of strong Board governance, establish clear lines of communication and organizational transparency; provide well-defined opportunities for committee and staff leadership and engagement;
- Assist the Board in the recruitment, selection and evaluation of board members and actively inform and engage the Board in issues of importance to the operations and strategy of the organization.

INTERNAL MANAGEMENT

- Recruit, nurture and challenge a highly-qualified and motivated professional staff to ensure that Creative Growth's operations and programs are in alignment with mission and goals;
- Engage the staff in organization-wide projects such as the annual Beyond Trend fundraiser, internal and external exhibition development, and other program events, and including development of annual budgets and reporting;
- Lead the recognition and appreciation of a dedicated and talented staff; support their personal growth and engender collaborative, respectful and joy-filled working relationships across the organization;
- Oversee and monitor the financial activities of the organization including budgeting, fundraising, grant writing, and reporting and including managing policies around pricing and collection management;
- Ensure that sound bookkeeping, and accounting procedures are followed and that contracts are reviewed, and responsibilities met;
- Ensure the values, practices and key relationships of Creative Growth are documented and shared in order to deepen the collective knowledge resident in the organization; facilitate cross-training and opportunities for professional development;
- Report to the Board of Directors regularly on key information including the financial health of the organization, specific updates on fundraising progress, financial results relative to budget, liquidity, and cash flow. Provide additional reporting as required to keep the Board appropriately informed of any significant change in financial or operational status; ensure organizational risks are well known and managed effectively;
- Oversee the relationship with the Regional Center of the East Bay to ensure a smooth, collaborative relationship, safety of the artists and compliance with all program and funding and reporting requirements;
- Oversee philanthropic grant administration and ensure compliance with all policies, legal and contractual obligations;
- Lead ongoing development and dissemination of studio norms, policies and practices to support field building;
- Oversee the implementation of all human resources policies, procedures and practices; manage personnel issues and execution of equitable staff benefits.

SPECIFIC RESPONSIBILITIES OF THE ED (CONT'D)

FUNDRAISING & EXTERNAL RELATIONSHIP DEVELOPMENT

- Along with senior staff, grow the visibility of Creative Growth – its programs, artists and art, and advocate for inclusion of artists with disabilities and their work in the contemporary art world;
- Effectively represent the organization to the public, to partners and colleagues in the art and gallery world, to the provider community within the developmental disabilities service arena, and to current donors and prospective supporters;
- Develop more robust fundraising systems and efforts; increase membership and financial support, diversify and deepen the connections with current donors and increase the engagement of the Board and staff in building support with individual and institutional donors worldwide;
- Actively engage in the arts community (including museums, galleries, collectors, educational institutions, studios, curators, artists and others) in order to foster opportunities for exhibitions, exposure and collaboration;
- Ensure that the Board is supported in its fundraising efforts, facilitate and train the Board in fundraising and advocacy on behalf of the organization, and allocate appropriate staff time to sustain these efforts;
- Oversee the preparation of grant and contract proposal budgets and reports, as appropriate.

