

**Job Title:** Executive Director  
**Organization:** New Urban Arts  
**Location:** Providence, RI  
**Salary Range:** \$45,000 – \$52,500, Excellent Benefits  
**Start Date:** July 1, 2007  
**Full Time**  
**Permanent**

## Job Description

### Organizational Background

New Urban Arts is a nationally recognized interdisciplinary arts studio for high school students and emerging artists in Providence, Rhode Island. Our mission is to build a vital community that empowers young people to develop a creative practice they can sustain throughout their lives. Founded in 1997, the organization has over 800 alumni artist mentors and students, and now serves 150 high school students and 16 emerging artists each year. Visit [www.newurbanarts.org](http://www.newurbanarts.org) for more information.

### The Position and Ideal Candidate Profile

New Urban Arts' Executive Director is an inspiring leader who believes passionately in the power of lifelong learning and creativity. The Executive Director has a strong commitment and understanding of his/her creative practice.

Reporting to an engaged Board of Directors, the Executive Director cares deeply about the value of relationships in building a self-sustaining organization. S/he connects with the community, particularly key stakeholders, to raise awareness, build support, form partnerships, and bring new artistic and educational ideas to the organization. An ideal candidate will also be successful in building meaningful relationships with prospective and current donors.

An ideal candidate is a strong strategic thinker with non-profit management skills. The Executive Director must be flexible and adaptive, resourceful and values-driven. An ideal candidate will also have a good sense of humor. S/he strives to foster a rewarding workplace that is stimulating, trusting, and results-oriented, where the mission of New Urban Arts can thrive.

### Job Responsibilities

Ensure New Urban Arts' high standards of its educational programs and partnerships:

- Oversee the implementation of the strategic plan;
- Ensure the design of programs are mission-driven and aligned with the strategic plan;
- Infuse New Urban Arts' vision with the best ideas and trends from emerging community-based arts education and organizational practice;
- Oversee the development of alliances with institutional and community partners.

Ensure the Board of Directors meets its responsibility for New Urban Arts' fiscal and legal well-being:

- Partner with the Board in the development of the strategic plan;
- Manage and implement the advancement plan, which includes contributed income, earned income, foundation, marketing, and public relations strategies, and provide timely and accurate updates to the Board;
- Advise the finance committee of the Board and provide timely and accurate financial reports, submit annual budget recommendation to the Board for approval;
- Build relationships with current and prospective donors, foundations, and grant-makers;
- Serve as the primary grant writer;
- Serve as the liaison between the Board of Directors and staff.

Enhance New Urban Arts' image in the community:

- Speak on behalf of New Urban Arts;
- Oversee all marketing and public relations strategies;
- Support the cultivation of current and prospective Board members, alumni, volunteers, and staff;
- Create and share publicly artwork or ideas about community arts practice;
- Oversee ethical and professional practices for the staff and Board, and ensure they are adhered to.

Create a work environment in which New Urban Arts' programs can thrive:

- Hire and supervise qualified staff;
- Oversee professional development and manage performance measurement of staff;
- Effectively manage the human resources of the organization according to our personnel policy and procedures that fully conform to current laws and regulations;
- Oversee the design, improvements and maintenance of the studio;
- Oversee information systems and technology.

To apply, please email cover letter and resume as .pdf files to [search@newurbanarts.org](mailto:search@newurbanarts.org).

Alternatively, mail to:

New Urban Arts  
Executive Director Search  
743 Westminster Street  
Providence, RI 02903

No phone calls please.