

February 1, 2018

## **POSITION OPENING - EXECUTIVE DIRECTOR, Think 360 Arts for Learning, Inc.**

Think 360 Arts for Learning leads Colorado in cultivating and sustaining the arts as an essential part of a complete education, a vibrant economy and a dynamic community, through creative experiences for students, teachers and artists. In our fifty-fifth year, Think 360 Arts continues to expand its services and is now searching for an energetic individual to lead us to our next level. This position is a unique opportunity to lead one of the most impactful non-profit arts education organizations in Colorado!

### **ORGANIZATIONAL DESCRIPTION**

As the Colorado affiliate of Young Audiences Inc., we bring authentic arts experiences with professional artists to Pre-12 schools and community organizations because creativity and innovation are essential skills for a 21st century workforce and for life. We create powerful arts education programs, grounded in solid pedagogy, customized to meet the needs of our constituents, and which are sustained by broad-based community support. Think 360 Arts focuses on in-depth programming that helps students and teachers learn to express themselves creatively, engage more deeply in learning, and grow personally. We have two types of programming; the first includes artist residencies and after-school workshops; educational performances; restitution programs with the Denver District Attorney's Office, and "Creative Aging" residencies in senior-living centers. The second type is professional development programs for classroom teachers and professional teaching artists. In 2017, Think 360 Arts had a roster of 70 teaching artists, served more than 3,100 teachers, and reached more than 45,000 children in Colorado through more than 670 programs, more than 60% of which were presented in Title 1 schools.

### **ORGANIZATIONAL VALUES**

**Collaboration:** Think 360 Arts promotes collaboration among artists, educators, communities, and other organizations. **Equity and Access:** Think 360 Arts provides equal opportunities to engage in the arts. **Diversity:** Think 360 Arts embodies diversity through our audience, artists, educators, programming, staff, board, and learning styles. **Creativity:** Think 360 Arts sparks inspiration, creativity, imagination, and expression. **Quality:** Think 360 Arts infuses quality into every aspect of our service. **Fun:** Think 360 Arts embraces the joy in learning.

### **JOB DUTIES**

The Executive Director is the chief executive officer of the organization and works in partnership with the Board of Directors and the staff to provide leadership, vision and direction. The Executive Director implements policies and strategic plans approved by the Board, manages the organization's programs and operations, oversees and develops the organization's professional staff, and represents the organization in the community. Specific management responsibilities include:

**PLANNING:** Implements, updates and reports on current strategic plans in areas of programming, fund development, maintaining key relationships, and operational goals, and assists in connection with updating and changing strategic plans for future growth and sustainability.

**FUNDRAISING AND DEVELOPMENT:** Directs the conceptualization, design, and implementation of fundraising strategies, as well as campaigns and events with the Think 360 Arts Board and staff to ensure and maintain effective acquisition of financial support from individuals, corporations, foundations, and government.

**PROGRAM OVERSIGHT:** Oversees, with program directors, the implementation and evaluation of Think 360 Arts program initiatives and services to ensure that the artistic and educational programs of the organization serve the Think 360 Arts mission, and all contractual responsibilities of Think 360 Arts are met.

**FINANCE:** Ensures the adequacy, sustainability and integrity of the financial operations of Think 360 Arts including financial reporting, budgeting and analysis.

**ADMINISTRATION; HUMAN RESOURCES:** Oversees and takes responsibility for the management, mentorship and professional growth of all employees including hiring and termination, training, professional development, evaluation of performance, and compensation and benefits, all in accordance with Think 360 Arts personnel policies and applicable law.

**PUBLIC RELATIONS:** As the primary spokesperson for the organization, works with staff and Board to develop a clear and consistent message to tell the organization's story and to advocate for arts education and

integration. Supports board, staff, and volunteers in being articulate spokespersons for the organization. Promotes support for and visibility of Think 360 Arts. Communicates with high level school, government, and arts personnel, and, as appropriate or required, participates in key associations and organizations, serving on committees and advisory groups and speaking in public settings at key community events.

**BOARD OF DIRECTORS:** Regularly meets and consults with the Board to achieve the goals of Think 360 Arts and to keep the Board apprised of financial, administrative and programming developments. Utilizes the Board's strengths and skills to advance the stature and operational well-being of the organization. Works with all standing and ad hoc committees of the Board for strategic planning and other purposes.

## QUALIFICATIONS

- A passionate belief and understanding of the value of the arts and creative experiences in the education and lives of students of all ages.
- Proven ability to lead an organization of at least comparable size and scope (approx. \$500k operating budget)
- Understands the regulatory and other requirements associated with nonprofit organizations.
- Able to lead a team of professionals and maintain the morale of the entire team.
- Excellent verbal and written communication skills.
- Strong programmatic experience in areas of arts and/or education.
- Proven fundraising track record.
- Ability to multi-task (sees the big picture, and attends to operational details).
- Computer literacy and working knowledge of technology.
- Appropriate academic credentials and/or demonstrated experience.
- Strong interpersonal and management skills.
- High integrity
- A sense of humor and fun is always beneficial!

**SALARY & BENEFITS** - This is a full-time, exempt position.

- Salary commensurate with experience and qualifications.
- Vacation, Health, dental benefits and 401k are provided.

## SUBMISSION PROCEDURES

Please email your **cover letter, resume, salary requirements, and a brief (+/- 60-second) video** describing yourself, your interest in Think 360 Arts, and why you feel like you're the person we're searching for to [careers@think360arts.org](mailto:careers@think360arts.org) by **February 23, 2018**. Videos can be shared through links via DropBox, WeTransfer, or via email size permitting. *No phone calls please.* Resumes will be reviewed weekly.

Think 360 Arts is an equal opportunity employer and seeks workforce diversity with respect to race, ethnicity, culture, gender, gender expression, military service, age, sexual orientation and physical abilities. For more information on Think 360 Arts please visit our website at [think360arts.org](http://think360arts.org). Think 360 Arts is a member of the Kennedy Center Alliance for Arts Education Network and Young Audiences Arts for Learning.

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