



## **Executive Director**

### **Position Announcement**

#### **Organization**

Clay Art Center is a nationally recognized 501(c)(3) non-profit ceramic arts center and is the largest and most active ceramic facility in the tri-state area. Located in Port Chester, NY, less than 30 miles to New York City, it is the only arts institution in a diverse community with an appreciation for Clay Art Center's contribution of providing access to the arts. Occupying 11,000 sq. ft. in two adjacent buildings, it is an artistic community and an educational center where professional artists mingle and mentor emerging artists and students.

Founded in 1957, Clay Art Center was originally privately owned by two artists, Katherine Choy & Henry Okamoto, whose vision was to create a center that provided ceramic artists a community environment to create, innovate and invigorate their practice. There have been several changes of ownership over the years and in 1997 Reena Kashyap became the new owner. Her vision to change the official structure and to incorporate Clay Art Center as a non-profit organization became a reality in 2006. Kashyap has worked tirelessly to ensure programmatic excellence by initiating the resident artists program and successfully expanding the education, community arts and exhibition programs. In 2013, when Clay Art Center reached financial stability, Kashyap stepped aside from management and the first paid executive director was hired. To this day, Kashyap continues to lend her voice, historical knowledge and expertise to Clay Art Center as a Board Member.

#### **Overview of the Position**

Reporting to the Board of Directors, the Executive Director will lead Clay Art Center into its next chapter. Working closely with the Board and staff, the Executive Director will guide a strategic planning process, securing a facility in which to carry out the goals of that plan. This will identify a clear vision embraced by all stakeholders.

With aspiration to evolve and thrive as a ceramic arts institution, Clay Art Center is seeking a collaborative, yet strategic leader who has a combination of talents including coordinating

viewpoints in thoughtful ways, consensus building, and finding common ground for the many stakeholders.

The candidate must have a nonprofit background and be knowledgeable of ceramics and arts education. They must also have sound financial management experience and demonstrated experience in leading an organization at this stage of its existence.

### KEY RESPONSIBILITIES

#### **Strategic Vision**

- Integrate the organization to improve overall engagement, participation, and satisfaction
- Clarify roles, responsibilities, and decision making
- Conduct an HR audit to identify skills needed including appropriate staffing numbers
- Continue to invest in capacity building and professional development

#### **Growth & Sustainability**

- In partnership with board and staff create a strategic plan that results in a refined vision
- Assess opportunities for organizational growth based upon center needs and capacity to ensure current and future success
- Improve fundraising strategies with an emphasis on increasing revenue and diversifying funding streams
- Develop and implement an integrated communications strategy to increase brand awareness and visibility
- Improve operational strength and flexibility to ensure excellent customer service

#### **Operations and Facilities**

- Assess current capacity needs of facility and design a suitable strategy for future needs
- Oversee sound financial management for all departments: develop organizational project budgets, ensure accurate and timely financial reporting and grant compliance, develop investment strategies, and complete annual audits
- Assess programs to determine any necessary improvements
- Formulate and implement outcome measurement tools and apply and evaluate periodically

## **Background and Qualifications**

The Board is committed to staying true to the rich history of Clay Art Center, its dedication to supporting ceramic artists, and hiring a new leader who will partner with them on this journey. Therefore, the incoming Executive Director will be a strong impactful leader, who is passionate about ceramics and arts education and who ensures a welcoming and hospitable environment for all stakeholders.

## **Skills and Attributes:**

- Demonstrated history of executing vision and strategic priorities
- Superior financial acumen and substantial budget management experience
- Established facilities management and space utilization experience
- Proven track record in securing unrestricted funds and developing diversified funding streams
- Strategic thinker, especially in planning and building of collaborative relationships
- Strong leadership, team-building, and supervisory skills
- Essential data driven and analytical proficiency
- Outstanding presentation and communications skills
- Provide leadership for CRM systems and capabilities across all entities to ensure all technologies are being used appropriately

Master's degree or equivalent experience in nonprofit management, business or a related field. Must have a minimum of 5-7 years management experience with increasing responsibility.

**Compensation and Benefits:** Competitive and commensurate with experience

**How to Apply:** Clay Art Center is an Equal Opportunity Employer. Interested applicants should email their resume, cover letter and salary requirements to the Clay Art Center Search Committee at [clayartcentersearch@supportcenteronline.org](mailto:clayartcentersearch@supportcenteronline.org). Applications will be considered on a rolling basis, so interested applicants are encouraged to apply early. Applications without cover letters that directly address the candidate's fit with the key qualifications will not be considered.

Visit Clay Art Center's website at <https://www.clayartcenter.org/>