

## Executive Director/CEO for Christina Cultural Arts Center

The Board of Directors of Christina Cultural Arts Center (CCAC) is excited to announce its search for an Executive Director/CEO to lead this multifaceted arts organization located in downtown Wilmington, Delaware. CCAC produces the only comprehensive arts and education program in Delaware with a core mission to utilize arts education to promote school and personal success, career opportunities and social impact. The Executive Director/CEO reports to the Board and is responsible for the organization's consistent achievement of its mission to **make affordable arts, education, career pathways, gallery exhibitions and live performances accessible to youth and adults in a welcoming learning environment.**

Christina Cultural Arts Center is a 501(c)(3) organization founded in 1945 by the Women's Club of Trinity Episcopal Church to provide activities for immigrant Polish and Swedish working-class families. In 1969, the Christina mission was re-aligned to serve as a community-based arts center with an emphasis on preserving African-American cultural heritage.

Today, Christina Cultural Arts Center Inc. is a gathering place for all, exploring diverse creative expression reflecting our shared American heritage. More than 2,200 students in CCAC's school of the arts, area public schools, community outreach sites and parks are reached annually through quality arts and cultural programs. More than 10,000 arts supporters annually attend public dance, music, drama performance and visual art exhibitions hosted by CCAC.

CCAC is a distinctive and unique organization that requires the vision and leadership of a talented, energetic, tenacious, entrepreneurial and purpose-driven Executive Director/CEO who can advance the non-profit's growth.

### KEY RESPONSIBILITIES

The Executive Director/CEO is the internal driver and external face of the organization, providing leadership of CCAC and implementing the organization's strategic plan.

Specific responsibilities include:

- Provide visionary and strategic leadership and translate CCAC's vision into measurable strategies and concrete actions that advance the mission.
- Sustain CCAC's reputational brand and respected presence with key audiences and strategic allies at the local, state and national levels.
- Re-tool the existing business model and oversee the leadership team responsible for daily operations.
- Ensure that culturally relevant programs and services are provided consistent with priority needs and the organizational mission.
- Provide inspiration and professional support to staff and volunteers to ensure that CCAC sets and achieves its revenue goals.
- Lead organization fundraising activities including gift development, grant writing and special events.
- Develop, augment and expand key relationships with stakeholders, supporters (current and prospective), key referral sources and partner organizations.
- Oversee the finances and ensure fiscal responsibility and security.

- Provide motivation and professional support to the Board of Directors and its committees, as well as report on the progress of the organization.
- Ensure that proper policies and infrastructure are in place to promote best practices for the mission, constituents and volunteers.
- Oversee human resource activities to accomplish organization goals and objectives through effective recruiting, hiring, evaluation, professional development, succession and retention strategies.
- Promote competency, quality and the highest ethical standards throughout the organization.

#### EXPERIENCE AND ATTRIBUTES

Ideal candidates for the position will share CCAC's core beliefs as well as a commitment to, and passion for, arts, education and economic advancement.

Qualified candidates must possess an undergraduate degree (a graduate degree in a relevant area is preferred) and bring a variety of experiences and attributes to the organization including:

- Preferably seven years of progressively increasing senior leadership experience in the nonprofit/business sector, preferably in arts and education.
- Proven ability to understand and manage a complex business model.
- Strong financial understanding with experience in management and oversight of a seven-figure budget and staff.
- A team-building leadership style with proven success building and maintaining high productivity relationships with board, staff, customers and external stakeholders, donors and community leaders.
- Experience in and proven record of generating contributed and earned revenue – including individual donors, foundation and corporate charitable giving, as well as fundraising events.
- Political savvy required to navigate complex public and private sector relationships.
- Relationship developer and sustainer – one who can quickly build rapport and trust, and maximize relationships.
- Experience in and a proven record generating contributed and earned revenue – including individual donors, foundation, and corporate charitable giving, as well as special fundraising events.
- An understanding of marketing, branding and external relations.
- Exceptional written and oral communication skills.
- An appreciation for the community of Wilmington community.

Please submit resume or curriculum vitae along with cover letter to [tadkins@ccacde.org](mailto:tadkins@ccacde.org). Also submit a copy of a funding proposal or program report written by the applicant. Applications without writing sample will not be considered. Any questions should be directed to the above email. Applications will be accepted beginning July 1, 2019 and close on August 15, 2019. The applications will be reviewed with a decision being made in mid-September. Please do not contact the organization directly. Salary commensurate with varied qualifications and experience.

*Christina Cultural Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*