



## **Executive Director Kirkland Arts Center**

Kirkland, Washington

Exciting opportunity for a creative non-profit leader. Kirkland Arts Center (KAC) in historic downtown Kirkland, Washington is seeking an experienced leader with a passion for education, community, and the arts to provide leadership for a vibrant visual art school and gallery and to positively impact the local community.

KAC — now in its 61st year — offers small, community-focused art classes to people of all ages, backgrounds, and skills. The art center's gallery exhibits curated work from established and emerging local artists and hosts popular events, such as an annual Holiday Arts Market. Over the past sixty years, KAC has been a leading voice in Kirkland for arts learning. In addition to its arts education programming, KAC stewards the historic Peter Kirk Building, which dates back to 1889.

Today, KAC is well known for its ceramics program and is distinguished for its teaching artists who instruct 3D and 2D art courses. Three central components – art, education and community – will continue to guide the organization as we move to expand KAC's reach and impact.

A fresh, forward-thinking board of directors is looking to hire a governance-oriented leader to guide KAC's educational programs, improve its financial health, expand its reach and impact, and strengthen its role and reputation. The new executive director will be a successful fundraiser, a capable and experienced manager of our amazing staff and programs, and a diligent steward of an equity-centered culture.

The successful candidate will share KAC's belief in the ability of art to inspire curiosity, compassion, and innovation in individuals and their

communities. They will develop KAC's role as a community asset and authentically engage in inclusion and equity practices. They will collaborate with the board and staff to strengthen, clarify, and align the organization's values.

**Mission:**

Kirkland Arts Center unleashes the power of art to ignite individual growth and self-expression, build community spirit, and cultivate cultural vibrancy.

**Vision:**

Kirkland Arts Center strives to be the regional leader of engaging arts experiences for all.

**Values:**

**Inclusivity**

Inclusivity, beyond tolerance or diversity, is essential for KAC to grow into the next generation. Inclusivity of all, including race, gender, sexuality, socio-economic status, age, mental and physical ability, nationality, and religion.

**Leadership**

Art, heritage, education, and culture are essential to a thriving society. KAC values civic participation and accepts responsibility as the steward of the Peter Kirk Building, and a promoter of self-expression, artistic growth, and cultural vibrancy for Kirkland.

**Sustainable Growth**

Art experiences should be supportive of the personal and financial health of all who participate. Growth at KAC is a balance of risk and stability when making programmatic and strategic choices. Decisions for growth should be made with an eye for maintaining operational stability and ensuring the legacy of the Peter Kirk Building is protected.

**Job Summary:**

We are looking for a dynamic and visionary leader to join Kirkland Arts Center (KAC) as the Executive Director. Reporting to the President of the KAC Board of Directors, the Executive Director is responsible for overseeing all aspects of KAC's \$1.2 million operating budget including fundraising, financial management, strategic planning, community engagement, program development, and operations. This is an exciting opportunity to make a meaningful impact on Kirkland's local arts community and contribute to the growth and sustainability of the organization.

**Responsibilities:**

- Guided by KAC's stated values, provide strategic leadership and direction to enable the organization's mission, vision, and goals
- Foster an inclusive, equitable, and welcoming environment for all members of the KAC community
- Develop and implement innovative strategies to increase funding and ensure the financial sustainability of the organization, as well as cultivate relationships with donors, sponsors, and partners to fund development
- Monitor and evaluate the organization's programs and initiatives to measure their impact and success
- Oversee the development and execution of high-quality artistic programs and events
- Recruit, manage and motivate a talented team of staff members, volunteers, and artists
- In collaboration with the Board of Directors, lead long-term financial planning including program budgets, capital budgets, and the development of the annual operating budget
- Work with the Board of Directors to establish and maintain effective governance practices
- Ensure compliance with relevant laws, regulations, and reporting requirements

**Desired Qualifications:**

Candidates who will do well in this role will have a growth mindset, a passion for learning and creativity, and be motivated to cultivate a diverse and inclusive arts community. They will also understand the importance of fiscal responsibility for a non-profit organization.

- Bachelor's degree and 5 years of leadership experience in the arts, education, or non-profit sector preferred
- Demonstrated ability to comfortably relate to a wide range of individuals in an environment that embraces diversity
- Demonstrated ability to lead teams of staff, teachers, board directors, and community members.
- The ability to delegate and multi-task is essential
- Proven track record of successful fundraising, grant writing, and donor cultivation
- Strong financial management skills, including budgeting and fiscal reporting, as well as experience in using data-driven decision making, forecasting, and analysis.
- Excellent interpersonal and communication skills, with the ability to inspire and engage diverse stakeholders
- Experience with strategic visioning and planning
- Demonstrated ability to work effectively with a Board of Directors
- Ability to work onsite at KAC's Kirkland location, including evening and weekend events when required.
- Technology proficiency, including Cloud-based Google Workspace and Microsoft 365

**Compensation:**

This position is full-time, exempt (40 hours/week). Salary range is \$90K - \$110K dependent on experience.

**Benefits:** Medical and vision insurance, paid holidays and generous PTO, one free art course per quarter (\$2,000 value), free parking, and relevant professional training.

**Application Process:** Interested candidates are invited to submit a cover letter (optional), resume (required), diversity statement (required), and up to three professional references to [Exec-search@kirklandartscenter.org](mailto:Exec-search@kirklandartscenter.org). Applications will be accepted until Friday, September 22. Only shortlisted candidates will be contacted for interviews.

**Note:** KAC is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our staff, students, and governing institutions. Candidates with diverse backgrounds, such as those who identify as Black, Indigenous, Persons of Color, and/or LGBTQ+, are encouraged to apply.

Thank you for considering this opportunity with KAC. We look forward to reviewing your application and discussing how you can contribute to the vibrant arts community we serve.