

Position: Executive Co-Director **Organization:** LEAF Global Arts
Preferred Application Deadline: March 30, 2021. Applications open until Position Filled.
Position Start Date: June 1, 2021 (earlier start date possible) **Job Scope:** Full time or ¾ Option.

LEAF is seeking a Co-Executive Director interested in joining the LEAF leadership team and guiding this unique organization into its next 25 years. This is a creative opportunity to be a co-leader of an amazing diverse group of people that have come together to create, celebrate, learn and drive LEAF's mission of **Connecting cultures & creating community through music, arts education, preservation & experiences.**

LEAF's Co- Executive Director [Co-ED] brings exceptional leadership of the staff and keeps the mission at the forefront, utilizes creative visioning for the future which includes creating new fundraising pathways and stewarding equitable community engagement especially in regards to the new LEAF Global Arts Center's historic location. Co-ED primary responsibilities include but are not limited to management of the Navigator central staff, LEAF Global Arts Center executive oversight and support, technology and media growth, and works with the Board of Directors to implement and evolve the strategic vision. Co-ED is a resource for Marketing and Cultural Arts, to ensure that the mission is honored as the organization grows forward. This position requires visionary, strategic and entrepreneurial thinking with a spirit of kindness and Global Citizenship. The Co-ED leads LEAF leadership in its place in the world and community as a leader, advocate, and example of how to be the best possible arts organization building community through music and arts working locally and globally. In these relations the Co-ED helps build relationships and partnerships and creates the stabilizing force for the organization and creating a healthy future for LEAF and its programs. Co-ED is directly responsible to the Board Executive Team.

The Co-Leader will have complementary skills to the current Executive Director. This role will build a new level of equitable leadership, sustainability and create an organizational culture where all of the staff team members have the support needed to grow, succeed as we create a thriving global community together.

SKILLS & VALUES PREFERRED:

At LEAF, we recognize that often inherent skills can not be captured on paper; however, in order to assess the best possible match for both LEAF and the applicants these are skills that are preferred:

- Minimum of 3 years with success in major gifts fundraising or grants.
- Minimum of 5 years working successfully leading and creating effective teams.
- Basic current Technology and Video skills.
- Strong organizational, presentation, storytelling, equanimity and relational communication skills.
- Experience with and knowledge of community-based non-profit structure, practices, and data.
- Experience of working with an arts or community center.
- International experience and awareness of global issues.
- Ability to work as part of the LEAF team, highly effective and efficient with a positive spirit.
- Musician or Music appreciation to naturally bring into LEAF Global Arts Center and experiences.
- **HONORING OF LEAF CORE VALUES IN DAILY WORK:** We are driven by our mission • We advocate for equity • We act with openness & integrity • We support each other as agents of positivity & care. "We Got This" • We collaborate with purpose • We celebrate with gratitude.

**If you do not meet one or more of the above, let us know what other qualities you bring to bridge the gap.*

3 MAIN RESPONSIBILITIES IN MORE DETAILS: **Job responsibilities include but are not limited to the below.

1. **STAFF MANAGEMENT & SUPPORT:** Guidance, Supervision of LEAF “Navigator” Core Staff except for the Co-Director and CFO/Production. Guiding and creating agreements, contracts, annual plans and updating HR manual in a way that creates clarity, great TEAM work and empowers. Leading accountability and effective team and work strategies. Working with HR Consultant as needed.
2. **MAJOR GIFTS FUNDRAISING & GRANT MANAGEMENT:** Designs, implements & manages all fundraising activities including new opportunities. Manages strategies for reaching individual donor goals and planned-giving in sustainable pathways. Oversees fundraising events, and coordinates with support staff. Manages pledge reminders, all donor database files, acknowledgement programs & confidentiality of gifts. Donor cultivation, solicitation & relations of Major Gifts.
3. **LEAF GLOBAL ARTS CENTER COMMUNITY CONNECTIONS & REPRESENTATION:** Works closely with the Community Engagement Director to support where/how to elevate and deepen relationships in equitable ways, and bring LEAF’s work to the best of our ability to complement community needs. This role is a leader at the LEAF Global Arts Center in a way that supports Operations and Program staff, and creates extraordinary community relations as the past is honored and futures created together. Co-Ed will represent LEAF in Executive Director gatherings, groups, and presentations as needed. To insure that all the internal and external messaging aligns, this role will help support Design communication strategies that effectively engage diverse audiences throughout the organization. Supporting Staff on sharing programs and impact in engaging and informative ways.

3 General Responsibilities:

1. **BUDGET:** Budget oversight and development with the Finance Committee. Working as a team with Staff to create the overall LEAF Budgets and goals. Leading the creating of new fiscal models for the new reality.
2. **FESTIVALS & EVENTS:** Being a resource and advocate as needed for the team; however, keeping LEAF Global Arts Center as the primary focus for this role. LEAF Liaison with City, Council and Mayor as community relations. On site ambassador.
3. **BOARD OF DIRECTORS:** Creates the path for Board members to be activated in effective ways that drives LEAF mission forward. Works with Board to develop strategies to initiate and meet aggressive fundraising & strategic planning goals. Prepares presentations for Board and attends meetings.

COMPENSATION & BENEFITS:

- Salary range is \$55,000-\$65,000 based upon Experience, time commitment and Development skills.
- Flexibility and Time Off for 1st year of employment 32 Paid Days Off: 5 days paid vacation, 10 days unpaid vacation, 6 Sick|Personal paid Days, and all major Holidays (per HR manual).
- Currently there are no health benefits; however, benefits are a goal.

How to Apply: Email: Engagement@theLEAF.org with Subject “Co-Executive Director Applicant” these 3 items:

1. Your Resume, 2. Cover Letter w/ 3 References, and link to your 3 Minute Video addressing:
 1. **Why do you feel you would be a great LEAF Co-Director at this time?**
 2. **Why are “Global Arts” important?**
 3. **Share an example of how you navigated creating a positive work culture and sustainability in a challenging time?**
 4. **What is a life goal or your that aligns with LEAF’s mission?**

Note: Send a youtube or web link to your video. Video, which can easily be made on a smartphone, is an informal conversation, and ONLY shown to Interview Committee. Videos are assessed on the same standards and by presentation and addressing questions. LEAF abides by NC Equal Opportunity Guidelines. Video is one of MANY tools to assess best match for position.

**THANK YOU FOR BEING INTERESTED IN BEING A DEDICATED LEADER ON THE LEAF NAVIGATOR TEAM.
ENJOY CREATING MEANINGFUL CULTURAL ARTS WORK IN OUR COMMUNITY! YOU GOT THIS!**