



Founded in 1986 by and for artists and audiences, Saratoga Arts' mission is to enrich the region by cultivating a vibrant arts community and by ensuring that the arts are accessible to all.

In its 30+ years, Saratoga Arts has brought the arts to over 1,000,000 people through its programs and provided performing and visual artists opportunities to earn over \$3,000,000 in art sales and performance fees. Saratoga Arts is a non-governmental, not-for-profit organization that relies on the support of our members, friends and community.

Saratoga Arts organizes and runs: a multi-faceted exhibitions program that displays art in eleven sites in Saratoga County; a year-round Community Arts Education program with classes, workshops, school-break programs, and summer camps for over 1,200 students annually; an arts grant program that, with support from the New York State Council on the Arts, awards over \$120,000 annually for artists, art teachers and presenting organizations in Saratoga, Fulton, and Montgomery Counties, and First Night Saratoga, a New Year's Eve arts festival that presents over 60 acts in over 30 venues. Saratoga Arts is truly the region's year-round center for community arts.

Saratoga's distinct history and heritage is the core of the city's culture and way of life. Originally known as "the Queen of the Spas," due to its internationally-renowned healing mineral springs, Saratoga is an unparalleled cultural destination featuring world class dance and music across virtually every genre, as well as museums, festivals, bookstores and night spots that support top-notch live music 365 days a year.

Saratoga Springs is a year-round destination for arts and leisure thanks to its unique mix of cultural richness, historic preservation and protected green space – both within and outside of the City limits. It's proximity to Lake George, to 6 million acres of Adirondack Parkland – and the fact that it is located on one of AMTRAK's main Northeast arteries, as well as being at a crossroads of major north-south and east-west interstate systems that conveniently connect the Saratoga Springs area to cities such as Boston, Montreal, and New York City make it an ideal place to visit – and to live.

Saratoga is home to the Saratoga Performing Arts Center, The New York Writer's Institute Summer Program, Caffe Lena, Universal Preservation Hall, Yaddo, The Tang Museum and Zankel Hall @ Skidmore, The Skidmore Jazz Institute, The Saratoga Jazz Festival, The Saratoga Wine & Food Festival. It is also home to the Saratoga National Battlefield, the Spa State Park and, of course, the historic Saratoga Race Course.

Saratoga Arts within the Saratoga Region, encourages and enhances public access to a full range of the arts and art modes as well as working with other organizations in the region toward our vision to build community development and regional interconnections.

For more information about Saratoga Arts, go to www.saratoga-arts.org

Executive Director: Saratoga Arts is at a transformational moment in our history. We are seeking a dynamic and engaging Executive Director who can ensure that Saratoga Arts will continue to fulfill its mission and expand opportunities for the diverse communities we serve to enjoy and participate in the arts, ensuring an inclusive and welcoming environment for all forms of artistic expression and enjoyment.

We seek an individual who understands and can demonstrate a collaborative approach to working with the Board of Directors, the City of Saratoga Springs, our cultural partners, our members, artists, constituents, customers, donors and students.

Responsibilities include:

Program and Service Delivery

- Lead Saratoga Arts programs and services ensuring they support our mission and relevance to constituency of local artists, Arts Council Members, our customers, students, and the public in general.
- Oversee planning, design, marketing, promotion, delivery and quality of programs and services

Fundraising and Development

- Oversee fundraising planning and implementation to increase, strengthen and diversify the organization's funding sources
- Determine long-range planning and setting organizational direction
- Supervise development activities and advise on institutional giving and sponsorship, individual donor campaigns and special events
- Manage priority relationships with various stakeholders

Financial, Administrative and Facilities Management

- Work with Treasurer, Finance Committee, Development Committee and make decisions based on plans and policies to develop annual budget in concert with the Board of Directors to ensure the Arts Council is fiscally sound
- Recommend annual budget for Board approval, Present annual budget, quarterly financial reports and monthly update for Board of Directors
- Prudently manage organization's resources within those budget guidelines according to current laws and regulations
- Obtain contributions, contracts, grants and in-kind donations to support key projects
- maintain current funding, seek out and successfully capture new funding, and grow revenue from existing sources such as class and seminar fees
- Maintain Saratoga Arts bank accounts and manage resources within established law, regulations and organizational policies
- Work with bookkeeper to manage cash flow and prepare payroll
- Support accountant's preparation of annual tax filings and audit
- Act as custodian of organizations corporate records/documents and maintain compliance with state agencies overseeing non-profit corporations

Board Administration and Support

- Involve and engage the Board in the work of the organization and interface with the Board Chair on regular basis
- Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff
- Liaise with board members and committees (executive/finance, facilities, development, others)
- Guide the expansion and development of the board of directors including interviewing potential board members

Human Resource Management

- Recruit, manage, inspire, motivate and empower a strong staff team
- Lead the staff in working productively through program and policy priorities
- Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Organize and guide annual staff planning process
- Direct supervision of senior staff
- Ensure a supportive and inclusive culture

Community and Public Relations

- Assure the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders
- Build and enrich Saratoga Art's multiple relationships including with significant city and state government agencies and elected officials, other arts organizations, tourism and business bureaus, and other members of the "creative economy."

The ideal candidate will have 10+ years of high-level experience in nonprofit arts management and program design/implementation, a proven track record in various types of fundraising and political savvy with a plan to develop strong connections in the Saratoga Springs Regional philanthropic communities.

The successful candidate will thrive working in a fast-paced environment, where responding to the needs of the growing Saratoga Arts community is paramount. A sense of humor, grace under pressure and energy for challenges are a must.

Requirements:

- Master's Degree or equivalent
- Significant and proven leadership skills
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management
- Demonstrated ability to be the public face of an organization
- Prior success in fund development, including knowledge of and success in attracting foundation, corporate and government grants; ability to identify, steward and solicit individual donors
- Experience managing a complex budget
- Consummate professionalism, with the capability of deftly combining vision and pragmatism

- Excellent communication skills, both written and oral; strong presentation skills
- Excellent analytical skills
- Exceptional organizational development, administration and personnel management skills
- Multi-cultural sensitivity with an affinity for working with a culturally and politically diverse community
- Broad familiarity and experience with marketing and public relations
- Experience working with and developing an effective Board of Directors
- Computer savvy with broad knowledge of desktop and web applications and understanding of social media
- Flexible schedule including managing evening and weekend events

Salary and Benefits:

The Executive Director is a salaried exempt position. Salary commensurate with experience, paid vacation, sick leave and holidays.

Saratoga Arts is an equal opportunity employer and we seek a diverse pool of qualified applicants for the role of Executive Director.

Please submit letters of interest with resumes, and any questions to: Jim Marco, JMarco@SaratogaHR.com and include “Saratoga Arts Exec Director Search” in the subject line.