

Edmonds Center for the Arts Executive Director

Edmonds Center for the Arts, operated by Edmonds Public Facilities District, seeks an experienced professional to collaborate with two distinct Boards of Directors, staff, community partners, and supporters to present quality performing arts programs, expand audience and donor base, lead the strategic planning process, and explore the transformation of the public facility's physical footprint.

[Edmonds Center for the Arts](#) (ECA) is a 700-seat performing arts venue located within the City of Edmonds, Washington, 20 minutes north of Seattle. ECA has an established reputation throughout the central Puget Sound region for jewel-box theater presentations of notable live performances, hosting events for diverse regional and community partners, and impactful efforts in education and outreach. ECA is owned and operated by the [Edmonds Public Facilities District \(PFD\)](#), a publicly funded government agency that renovated the historic Edmonds High School and opened in 2006 as a state-of-the-art performance hall. ECA curates approximately 30 performing artists each season and provides arts [education](#) and [family](#) programs both within and outside Edmonds. ECA's facilities serve as a home for more than 130 events produced by local and touring performing artists and community organizations. ECA serves more than 85,000 patrons annually.

Edmonds Center for the Arts programming features a diverse range of music, dance, comedy, and other performances, from modern to classical, from pop and rock to jazz and blues, from folk and world music to Broadway, and regional theatrical performances.

The Executive Director reports to two separate Boards of Directors: the PFD Board of Directors, consisting of 5 members, and the nonprofit, ECA Board of Directors, consisting of up to 24 members. The PFD Board and ECA Board work in partnership to lend important expertise and support to the Executive Director and staff in the areas of fundraising, marketing, financial management, facilities operations, and human resources, as well as long-range planning for ECA's facilities and programs. The Executive Director will lead a staff of 35 and manage an operating budget of \$4M.

Edmonds Center for the Arts has made a clear and unequivocal commitment to racial equity, diversity, and inclusion across the organization, and it is dedicated to ensuring equitable access to its events and programs. ECA is poised for growth and seeks to expand the programs and services offered while also carefully considering opportunities for campus redevelopment through capital funding and/or partnerships. Looking ahead to its third decade of operation, ECA is eager to define exciting new directions for the organization that will further enhance the community.

BASIC FUNCTION

The Executive Director is the external leader of ECA developing stakeholder partnerships and community relations, ensuring the strengthening of ECA's brand and communication of its mission. The Executive Director is responsible for overseeing ECA's strategic vision, planning process, and overall business decisions.

The Executive Director will directly oversee all ECA programming, development, and marketing, and in partnership with the Associate Executive Director, provide operational oversight. They will provide financial leadership, develop and maintain strong donor relations, and work closely

with the Boards to advance ECA's strategic organizational goals.

The Executive Director is expected to work closely with the staff to ensure that the organization:

- Expands recognition of Edmonds Center for the Arts as a premier performing arts center in Washington;
- Grows education and community outreach experiences to meet the needs and interests of today's attendees, students, parents, and teachers;
- Increases audience constituencies and promotes thoughtful growth through social and traditional media;
- Attracts a new and diverse generation of donors and supporters;
- Strengthens the organization financially and operationally by stewarding a growing development function, diversifying earned income opportunities, and potentially initiating a capital campaign that will sustain the organization into the future and enhance the campus and its facilities to ensure a high standard of service for all its users.

MAJOR RESPONSIBILITIES

The new Executive Director should anticipate the following major/special projects to be underway or awaiting their arrival:

- Development of a new strategic plan for ECA;
- Conceptual planning for major capital improvements of existing buildings and/or redevelopment of the campus;
- Lead and expand fundraising initiatives and efforts in a recently restructured Development Department;
- State legislative advocacy for capital funding.

The Executive Director will provide visionary, collaborative, and forward-thinking leadership to advance the organization's strategic plan and ensure the organization's goals and outcomes are consistent with the mission, vision, and values. Other responsibilities include:

- Understand all facets of Edmonds Center for the Arts, including the organization's history, culture, staff, finances, programming schedule, education, public programs, rental facilities, infrastructure, and operations;
- Understand the diverse local and regional constituencies in Edmonds, Washington and the surrounding communities;
- As the main face of ECA, develop solid and trusting relationships with key members of the community, government officials, and organizational leaders;
- Direct the business affairs of Edmonds Center for the Arts with the intent of supporting the mission and goals while achieving greater financial growth, funding diversity, and supporting permanent sustainability;

- Oversee the organization’s mainstage season, education, and community outreach, and provide leadership related to current and planned events, performances, and educational and community outreach programming;
- Develop an artistic vision of programs and presentations that can be successful within budgetary constraints and that will inform, attract, and engage the interest of a diverse public while also securing recognition regionally;
- Serve as the chief fundraiser for the organization and work closely with the staff, Board, and advisors to expand and diversify revenue streams;
- Build on the organization’s solid reputation by continuing to cultivate partnership opportunities with other regional and statewide arts, educational, and cultural institutions;
- In partnership with the Associate Executive Director, hire, supervise, motivate, develop, and evaluate staff, ensuring that staffing is appropriate to meet the organization’s goals; ensure that approved policies are consistently implemented;
- Work with the staff to understand their contributions, strengths, and concerns; instill a strong sense of partnership and cohesion across the organization; use open channels of communication to reinforce a culture of excellence toward achieving the highest standards of performing arts practice;
- Work in concert with both Boards to articulate their roles and fulfill their governance responsibilities; help build strong relationships among Boards, staff, volunteers, donors, and subscribers; identify and suggest new Board members to further Edmonds Center for the Arts’ mission and help to expand funding opportunities.

IDEAL EXPERIENCE

- Seasoned administrator with 7-10 years of progressive, professional experience with a successful track record of leadership in a performing arts organization. Open to candidates who have previously held an ED position as well as those who have demonstrated leadership capacity in secondary roles.
- Minimum 5 years development experience with demonstrated success in cultivating, stewarding, and securing sponsorships, individual donations, and grants, as well as producing benefit events.
- Demonstrates ECA’s values and commitment to and fluency with ECA’s inclusion, diversity, equity, access (IDEA) and anti-racism work; a dedication to staying abreast of best practices and applying them to the work of running a performing arts center; and a proven track record of practicing this work
- Comprehensive understanding of the unique and eclectic model for management of programming for a performing arts center as a presenting organization, a community resource, and a rental venue.
- Solid background in the oversight and management of capital assets/facilities. Proven experience in leading a capital project or campaign. Proven ability to develop, support,

and maintain positive partnerships with other organizations to advance the performing arts and ECA's mission within the community.

- Solid understanding of governmental and nonprofit accounting principles, regulations and requirements of a state audit process, and associated managerial best practices.
- Proven political acumen, diplomacy, and ability to navigate local and state legislative processes and landscapes.
- Excellent presentation skills and exceptional public speaking ability with the authenticity to inspire excitement for Edmonds Center for the Arts.
- Ability to foster an inspiring, inclusive, and collaborative work environment for all.

COMPETENCIES

- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, KPI's, and equitably hold staff accountable to meet goals.
- Empathetic change leader with the ability to operate within a complex environment and create, promote, and support a vision for change, inspire others to take part in the vision, and guide them through the changes that take place.
- Action-oriented with the proven ability to make prompt, sound decisions with the acumen to quickly recover from adversity while readily modifying, responding, and adapting to change with minimal resistance.
- Solid financial acumen with the ability to oversee budget creation, understand forecasting models, and ensure accuracy of tracking and reporting.
- Natural relationship builder and collaborator with exceptional leadership, communication, interpersonal, organizational, problem-solving, and capacity-building skills who is able to invite diverse voices into a shared vision.
- The aptitude to ascertain competing priorities, resolve difficulties, overcome obstacles, and maximize the use of time and resources to attain the desired outcomes.
- Knowledge and skills related to long-range strategic planning in an arts and/or nonprofit setting.
- Ability to learn quickly and a willingness to expand competencies, accept coaching, and ask questions.

MOTIVATIONS/PASSIONS

- A passion for the performing arts, civic engagement, culture, arts in community health and education, and ECA's mission, vision, and values.
- Strong drive to create inclusive environments and use a perspective of social justice internally and externally.

- A servant leadership mindset focused on enhancing the development of staff, community outreach, and partnerships to unlock potential, creativity, and a sense of purpose that supports ECA's mission.
- Bringing out the best in others by creating and supporting space to collaborate, think, speak and act with reason, and cultivate and optimize others' talents and capabilities.

COMPENSATION AND BENEFITS

Employment Status: Full time, Exempt

Starting Salary Range: \$150,000 - \$170,000, dependent on experience.

Position Range: \$140,000-\$190,000

This position is eligible for a competitive package including:

- Medical, Dental, Vision benefits available.
- Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan.
- Company paid LTD and Life Insurance, with options to enroll in voluntary plans.
- Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

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