



Spokane Arts  
Executive Director

## Overview

SPOKANE ARTS seeks an Executive Director who will be a charismatic steward of regional arts leadership. The Executive Director (ED) reports to the chair of the Spokane Arts Governing Board of Directors and meets regularly with the Board and the Spokane Arts Commission. The Executive Director will have overall strategic and operational responsibility for the Spokane Arts' contract staff, volunteers, programs, partnerships, and execution of its mission. The ED will have a deep understanding of core programs, operations, fundraising and development for this nonprofit. The ED will act as the primary spokesperson for Spokane Arts and will represent the organization locally, regionally and nationally.

This is an exciting opportunity to take the creative sector in the Spokane region to the next level. Spokane Arts is critical to cultivating creative vitality in the Spokane region, providing paid opportunities to artists, and advocating for arts & culture. The right candidate will have the ability to leave a legacy as they grow the funding and community engagement of Spokane Arts.

The preferred candidate will be drawn to the mission of Spokane Arts and will possess the following: significant leadership skills with demonstrated success in supervisory and budget management; appreciation for arts & culture across disciplines; a demonstrated commitment to equity and accessibility; the ability to be a passionate, articulate spokesperson for arts & culture; strong fundraising experience, preferably in the arts or nonprofit sector; a self-motivated style, coupled with a positive attitude and a collaborative spirit; the experience to develop and implement strategic planning for the organization; an action-oriented, adaptable, and innovative approach to organizational planning.

Since 2017, the organization has contracted with the City of Spokane to manage a portion of the city's collected admissions tax, 33% of which is dedicated to arts and culture by city ordinance. The admissions tax is a 5% fee charged as part of admission to for-profit ticketed entertainment like concerts, movies, and more. The 33% dedicated to arts & culture was significantly impacted by the pandemic but has nearly returned to pre-2020 levels. In FY2022 the amount was ~\$176,000 and in FY23 is ~\$323,000. The 33% of admissions tax dedicated to arts and culture funds the Spokane Arts Grant Awards (SAGA), the only local grant program solely dedicated to arts & culture, and also funds various programs including the curation of the Chase Gallery, the city poet laureate program, murals, public performances, a short film documentary series, Queer Art Walk, the annual Arts Awards, and more. Spokane Arts seeks to increase municipal funding for arts & culture, to be at similar or higher levels than comparable mid-sized cities & regions.

Applications should include a cover letter, resume and 5 professional references. Please send to: [artshelper@spokanearts.org](mailto:artshelper@spokanearts.org). **Applications accepted through 5 p.m. on July 12, 2023.**

## RESPONSIBILITIES:

### Strategic Planning

- Work with the Board of Directors and the Commission to develop short- and long-term, mission-focused strategic goals, and translate them into concrete action items
- Lead or co-lead strategic planning efforts for the sector as a whole
- Demonstrate or develop deep knowledge of arts & culture in the greater Spokane region
- Foster appreciation for the value of arts, culture, and creativity in greater Spokane region
- Represent Spokane's cultural resources locally, statewide, and nationally

### Cultivate Fundraising & Growth

- Significantly expand fundraising and revenue generating activities to support operations and programs, as well as to ensure growth and sustainability
- Build new partnerships and strengthen established relationships with funders, artists, businesses, non-profits, political and community leaders, media, and other stakeholders
- Participate in research and advocacy efforts to develop economic impact & equity data; employ this information to build support for the local arts & culture sector

### Leadership & Management

- Strengthen and build upon the organization's unique role in the community
- Deepen partnerships with Spokane Arts' stakeholders, including artists, cultural organizations, creative businesses, partnering organizations, funders, and political and community leaders
- Actively engage and energize Spokane Arts volunteers, board members, committees, partnering organizations, and funders
- Develop effective systems to track progress towards goals and desired outcomes. Measure successes that can be effectively communicated to the board, funders, media, and other constituents. Recommend timelines and resources needed for evaluation
- Ensure ongoing programmatic excellence through rigorous program evaluation, and consistent quality of administration, fundraising, and communications
- Develop and support a strong Arts Commission and Board of Directors; build involvement in operational and programmatic activities that propel the organization to the next level; serve as ex-officio of each committee
- Manage accounts payable and accounts receivable, working with accountant to reconcile the organization's fiscal activities
- Develop and manage the annual budget; report organizational finances (internally and externally) to the board, funders, and other constituents
- Oversee completion of state and federal reporting and tax filings

### Communications:

- Strengthen and promote a strong brand for the organization
- Deepen and refine all aspects of communications—from web presence to external relations—with the goal of defining a clear understanding of the organization's work and mission.

## **Qualifications**

The Executive Director will be thoroughly committed to Spokane Arts' mission and its leadership role in the Spokane region. All candidates should have proven leadership and/or management experience and should be comfortable committing no less than 3 years with the organization.

No specific educational requirements or set number of years' experience are required. Experience in nonprofit management as well as collaborating with a Board of Directors is strongly preferred. An appreciation of arts and culture is expected to succeed in this role, as well as proven success in fostering a diverse and equitable environment. Candidates will have strong writing abilities and presentation skills. They should demonstrate a track record in managing budgets and fundraising, as well as proven success in building and strengthening strategic partnerships.

## **Compensation and Benefits**

The salary range for the position is \$100,000 to \$115,000, depending on experience. Benefits include paid vacation, sick leave, and holidays; a monthly health incentive stipend; annual bus pass; and professional development opportunities.

## **Traits and Characteristics**

- Diplomacy and Personal Accountability – the ability to handle difficult or sensitive issues effectively and tactfully, while being answerable for personal actions
- Resiliency and Flexibility – the capacity to recover from adversity quickly, while adapting to change with minimal resistance
- Time and Priority Management – the dexterity to prioritize and complete tasks in order to deliver outcomes within allotted time frames
- Leadership and Teamwork – the capability to organize and influence people to believe in a vision while creating a sense of purpose and direction; cooperation with others to meet objectives

## **Organization Overview**

Spokane Arts is a 501c3 nonprofit organization, founded as the local arts agency for the City of Spokane and serving the broader Spokane region. Spokane Arts supports arts and culture in the region through grantmaking, programming, advocacy, and professional development. We foster creativity by providing direct support to individuals, groups, and organizations in the creative sector, and we promote local arts and culture to the wider community.

Spokane Arts is guided by a board of directors who provide fiscal oversight and governance in support of the organization's mission. The board of directors is comprised of community volunteers who join with representatives sent by each of Spokane Arts' founding partners: the City of Spokane, the Spokane Public Facilities District, Visit Spokane, and the Downtown Spokane Partnership.

The Spokane Arts Commission is a 16-member, all-volunteer board that promotes and enhances the quality, accessibility and presence of arts and culture. The Arts Commission serves a dual

role as an advisory board to Spokane Arts (which is a 501c3 nonprofit) while also advising the city of Spokane on arts policy. The activities of art commissioners vary widely, but include serving on public art juries alongside community members, planning the annual Arts Awards, developing new events or programs to engage the wider community in the arts, advocating for the arts at the city or state level, and much, much more. Members of the arts commission are confirmed by both the Spokane mayor and city council.

Spokane Arts' small but mighty staff loves supporting creatives, beautifying the region for all who live here, and creating opportunities for community members to engage with arts and culture. Every day, they support creatives by providing funding, resources, and training. Spokane Arts helps shine the spotlight on local arts and culture so that everyone in the region has an opportunity to see, make, learn, play and engage.

Spokane Arts envisions an Inland Northwest that is alive with the arts, culture and creativity, and a regional arts ecosystem that is thriving, vibrant and balanced.

## **Community**

What is now known as the City of Spokane is situated on the traditional land of the Spokane peoples, once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony, including the Coeur D'Alene, Kalispel, Colville, Nez Perce, and several other neighboring tribes. The City of Spokane is named after "ilm spqni," which roughly translates to "children of the sun." The city of Spokane is home to the eighth largest urban Native American population in the United States.

Spokane is a mid-sized city with a population of over 230,000. It is the second largest city in Washington State. It sits within Spokane County, which has a population of ~550,000. Spokane's leading industries include aerospace manufacturing, life sciences, health sciences and agriculture. Institutions of higher education include Gonzaga University, Eastern Washington University, Community Colleges of Spokane, Whitworth University, Washington State University College of Medicine, University of Washington School of Medicine, and others.

Spokane features endless opportunities to enjoy the outdoors, with a popular local slogan declaring that Spokane is "near nature, near perfect." Spokane is located in Eastern Washington about 20 miles west of Idaho and 110 miles south of the Canadian border. Encompassing around 60 square miles, it has been the largest city between Seattle and Minneapolis and between Calgary and Salt Lake City since 1810. The heart of the city is the Spokane River and its beautiful upper and lower falls, which run through the Downtown area and bisect the city. The Spokane area can be characterized by hills, plains, prairies, and coniferous forests. Mount Spokane is the highest peak near the city.

Spokane's climate is impacted by its location between the Cascade Mountain Range to its west and the Rocky Mountains to the East and North. The mountains shield the city from weather patterns experienced in other parts of the Pacific Northwest. The region sees more distinct four seasons than western Washington, and averages 16.5 inches of annual precipitation, 48 inches of snow during the winter, and 80-95 degree temperatures during the hottest summer months.