



Job Post: ArtSmart - Executive Director Search

ArtSmart is looking for a dynamic leader to serve as the next Executive Director. The ideal candidate is a visionary fundraiser and strategic thinker, with a passion for music education and youth development. The position entails frequent travel to meet existing donors, prospective donors and constituents.

Our mission is to transform the lives of youth in under-resourced communities across the United States through tuition-free music lessons and mentorship by paid, professional artists. Through weekly one-to-one and small group sessions over a full school year, ArtSmart students receive world class instruction and training from professional musicians. Using an evidence-based curriculum, our mentors work with their students to set goals, learn music, develop a healthy self-esteem and ultimately chart a course for the rest of their lives. Our vision is to provide students with a pathway to academic, economic, and emotional stability through music mentorship. During the 2024/25 program year, ArtSmart will provide mentorship through music to over 600 students in eight cities across the United States.

Work Location: This is a remote position. Preferably the candidate will live on either the West Coast or East Coast in order to participate in scheduled in person events.

Reports to: ArtSmart Board of Directors

Essential Duties and Responsibilities:

The Executive Director is expected to fundraise, lead the organization's strategic expansion, and serve as a leader for the ArtSmart staff and a liaison between the staff and the Board of Directors. The candidate is expected to have excellent managerial and financial skills and the ability to take leadership over any and all business operations. A thorough understanding of management and financial practices in all areas and phases of the organization's operations is essential.

Education and/or Work Experience Requirements:

- Must possess at least a bachelor's degree in an arts related field, business, or non-profit management.
- At least 5 years as an executive director or in a similar non-profit leadership position.
- Excellent communication skills, particularly the ability to communicate as a leader and in a fundraising capacity
- Proven fundraising experience
- Experience working in urban settings/populations
- Experience working with local, state and national legislatures
- Proven success securing grants



The salary range is \$110,000-\$140,000 and benefits that are commensurate with the candidate's experience. There is an opportunity for incentive bonus to achieve individual and organizational objectives.

Application Instructions

To Apply: Required documents will include: letter of interest, curriculum vitae, and three letters of recommendation. Please send all materials to careers@artsmart.org. For questions, please contact Louise Toppin, chair of the search committee at the above email address.

ArtSmart situates diversity as a core value and is dedicated to promoting access, equity, and inclusion for all individuals.

Deadline: Review of materials will begin April 1, 2025 and the position will remain open until filled.