



[www.kalamazooarts.org](http://www.kalamazooarts.org)

## **EXECUTIVE DIRECTOR**

### **ORGANIZATION**

Founded in 1966, the mission of the Arts Council of Greater Kalamazoo (ACGK) is to enrich and engage the community through the arts. An expansive and multi-pronged, multi-disciplinary arts organization, ACGK is deeply committed to sustaining and improving the vibrant cultural life of greater Kalamazoo. Its over 300 members include arts organizations, individual artists, and business partners, who collaborate with one another and the greater non- and for-profit community to foster creative opportunities for all citizens.

ACGK's many free programs include:

- **Art Hop**, which provides over 300 artists the opportunity to exhibit and sell their work monthly, drawing over 75,000 people annually to Downtown Kalamazoo, with an economic impact of over \$1.5 million.
- **Concerts in the Park**, one of Kalamazoo's long-standing and best loved traditions on Sunday afternoons during the summer.
- **All Ears Theatre**, radio theatre in front of a live audience, hailed as one of Kiplinger Magazine's "Must Do" events in Kalamazoo.
- **United Teens Talent** matches at risk teens, chosen through an open audition process, with professional performance mentors to attend workshops and rehearsals, leading up to a final talent show performance.

The ACGK administers several re-granting programs that positively impact artists, organizations, and the region: the Arts Fund of Kalamazoo County funded by the National Endowment for the Arts through the Kalamazoo Community Foundation, and the Kalamazoo Artistic Development Initiative and Kalamazoo Artistic Development Initiative Immediate Needs Mini-Grant funded by the Irving S. Gilmore Foundation. ACGK also provides State of Michigan grants for six counties in Southwest Michigan, helping arts organizations and artists contribute to their communities. ACGK produces the annual Community Arts Awards, recognizing, validating, and celebrating the people, programs, and organizations that positively impact the Kalamazoo community in and through the arts.

A wholly-owned subsidiary of ACGK, the Kalamazoo Cultural Center (KCC) runs the Epic Center. A former Jacobson's department store, which was purchased, renovated, transformed, and opened in 2000 by ACGK, this arts and cultural center houses offices, as well as performance, retail, and restaurant spaces. In addition to ACGK, tenants include the Black Arts & Cultural Center, Crescendo Academy of Music, Education for the Arts, Epic Bisto/ Tap House, Fontana Chamber Arts, Irving S. Gilmore International Keyboard Festival, Kalamazoo Symphony Orchestra, Nature Connection, Public Media Network, Julius and Esther Stulberg International String Competition, and Wellspring/Cori Terry & Dancers. ACGK provides facility management oversight and manages the Epic Theatre.

The Arts Council of Greater Kalamazoo's annual operating income is nearly \$900,000; additionally, the Kalamazoo Cultural Center's budget is just under \$1 million. Earned income for ACGK is derived primarily from membership and events, while KCC's income is derived primarily from rentals. ACGK's contributed income, which accounts for 80% of total income, comes from individual donors, corporate grants, and significant foundation support. Forthcoming plans include the expansion of revenue, utilizing currently available resources, to increase the budget

and future sustainability. The Executive Director reports to the 15-member ACGK Board of Directors and oversees a staff of four FTE employees.

## **COMMUNITY**

Kalamazoo is a community that effortlessly combines energy and innovation with friendliness and an easy-going attitude. Located in Southwest Michigan, midway between Chicago and Detroit, Kalamazoo is home to Western Michigan University, Kalamazoo College, Kalamazoo Valley Community College, and a number of nationally recognized cultural institutions including the Kalamazoo Institute of Arts, Irving S. Gilmore International Keyboard Festival, and Kalamazoo Symphony. A vibrant Art Deco downtown sets the stage for quality dining, unique shops and galleries, and live entertainment.

Kalamazoo anchors the fourth largest metropolitan area in Michigan with a population of over 500,000. It is large enough to support all the amenities and entertainment found in larger cities, while nearby farm country allows for a thriving Farmer's Market from May through November. The climate is pleasant with four distinct seasons, ranging from fall's vibrant foliage to spring's lush greenery. The sandy shores of Lake Michigan are a short 45-minute drive away.

From Fortune 500 companies to two-person start-ups, for more than a century, Kalamazoo and Southwest Michigan have been home to some of the world's most innovative companies. This is the place where the modern pharmaceutical pill was invented; where Dr. Homer Stryker imagined the oscillating device that easily cuts casts off; where the yellow-checkered cab first hit the streets; and where the first corn flake was boxed. Today, a wide variety of industries and businesses call Kalamazoo home, including major players in the pharmaceutical, medical science, and craft beer industries. Kalamazoo also hosts two nationally recognized healthcare systems, diverse and affordable housing, and award winning water and water reclamation systems.

In addition to its vibrant and collaborative arts community, Kalamazoo is widely hailed as the birthplace of the Kalamazoo Promise, a pledge by a group of anonymous donors to pay up to 100 percent of tuition at any of Michigan's colleges, universities, or vocational schools for every student who graduates from the district's public high schools. So far, the program has paid \$66 million in college costs for about 3,800 students.

Sources: [www.discoverkalamazoo.com](http://www.discoverkalamazoo.com), [www.mlive.com](http://www.mlive.com), [www.southwestmichiganfirst.com](http://www.southwestmichiganfirst.com), [www.kalamazoocity.org](http://www.kalamazoocity.org)

## **POSITION SUMMARY**

As a forward-thinking and collaborative arts leader, the Executive Director is responsible for implementation of the Arts Council of Greater Kalamazoo's innovative cultural vision, strategic work plan, programs, grant-making, and fundraising activities, as well as the overall administrative management of the organization. Along with the Board of Directors, the Executive Director serves as ACGK's representative in communicating ACGK's vision and activities to the broader community. The Executive Director reports to the ACGK's Board of Directors, through the Board President.

## **DUTIES & RESPONSIBILITIES**

### ***Strategic Activities***

- Collaborate with large and small arts organizations to develop consistent messaging about the tangible and intangible value and impact of the arts as a collective positive influence on life in the region.
- Strengthen the brand and visibility of ACGK in the community, with arts organizations and their leaders, business and community groups, foundations, educators, and others.
- Lead the development of an annual work plan for ACGK and the Epic Center, and oversee long-range strategic planning and implementation processes, including stewardship of ACGK's and KCC's human, financial, facility, and technological resources.
- Ensure strategic management of the Epic Center and the Epic Theatre, in partnership with the KCC Board of Directors.

### ***Stakeholder Engagement & Fundraising***

- Maintain positive relationships with local arts, funding, corporate, education, and political communities.
- Promote transparency and facilitate ongoing communication among stakeholders.
- Build organizational capacity, cultivate funders and donors, and pursue private funding support for ACGK's grant-making and other programs and special projects.

### ***Advocacy***

- Serve as the face of the organization, representing ACGK at meetings, conventions, and public forums in the business, education, philanthropic, and civic sectors.
- Keep abreast of national and statewide initiatives and legislation to expand public support for quality of life, tourism, and other initiatives. Update the Board of Directors and manage advocacy efforts, as appropriate.
- Engage in visible arts advocacy initiatives at the local, regional, and statewide level.

### ***Program & Grant Management***

- Seek opportunities to develop strategic partnerships and collaborate with arts organizations to deliver relevant and timely programming to diverse communities throughout the region.
- Manage, evaluate, and oversee ACGK programs, including All Ears Theatre, Art Hop, Concerts in the Park, United Teens Talent, and others.
- Work with the Board of Directors to develop funding criteria; oversee the grant-making process and communicate grant-making outcomes.

### ***Governance***

- Manage the activities of both the ACGK and KCC Boards of Directors strategically, including board meetings and sub-committee meetings as necessary.
- Engage Board members to maximize their participation and their contribution toward the success and growth of the organization.
- Play an active role in the orientation, education, and engagement of new and existing Board members, and develop strategies for effective evaluation, rotation, and celebration of Board member and institutional successes.
- Prepare written and oral reports for presentation to committees and the entire Board of Directors.

### ***Fiscal & Administrative***

- Provide fiscal and organizational leadership, including guidance to all administrative staff to maximize effectiveness and productivity.
- Oversee property manager, vendors, contractors, and others involved in the successful operations of the Epic Center.
- Collaborate with the Finance Committee to develop annual budgets and cash-flow projections.
- Monitor ACGK's and KCC's financial position and make recommendations to the Board of Directors and/or take action as appropriate.
- Hire, train, and supervise administrative staff, mobilize volunteers, and oversee the effective use of financial and technological resources needed to achieve the organization's goals and objectives.
- Create human resource policies, practices, and procedures with appropriate Board input to ensure that they comply with state and federal employment laws and regulations.
- Ensure compliance with all applicable intergovernmental and other laws governing nonprofit organizations.
- Establish an administrative environment and decision-making process that promotes a positive working atmosphere and collegial staff relations.

## **TRAITS & CHARACTERISTICS**

The Arts Council of Greater Kalamazoo's next Executive Director will be a diplomatic leader, able to communicate with diverse stakeholders and engage at every level of the Greater Kalamazoo community. He/she will possess

strong facilitation and negotiation skills, work effectively and productively with others, and value knowledge and intellectual growth. This person will forge a strong strategic partnership with the ACGK and KCC Boards and have a deep connection to and appreciation of the institutional mission, vision, and values of ACGK and the community that it serves.

The Executive Director will bring energy, balance, resilience, and a passion for the arts and their importance to community quality of life. He/she will have a well-rounded set of competencies that places him or her ahead of other candidates in the field, including the following:

- **Leadership:** Organizes and motivates other people to accomplish goals while creating a sense of order, direction, and active participation among a variety of stakeholders.
- **Diplomacy & Interpersonal Skills:** Embraces different points of view constructively, resolves conflicts, and brings cohesion to a wide array of stakeholders while interacting with them in a positive manner, treating them fairly, and listening carefully to what they have to say.
- **Personal Accountability:** Accepts personal responsibility for the consequences of personal actions, maintains commitments, and applies lessons learned from past failures to moving forward in achieving future successes
- **Frequent Interaction with Others & Versatility:** Deals comfortably with multiple interruptions, always maintaining a friendly interface with others, a high level of optimism, and a "can do" orientation.

## **QUALIFICATIONS**

The successful candidate will have a minimum 5-7 years of senior management experience, particularly in maximizing earned and unearned revenue, mobilizing human and financial resources, and facilities management. Qualified applicants will have a bachelor's degree; an advanced degree or equivalent experience is preferred in business, nonprofit, or arts management. Competency and comfort with all standard computer applications and equipment (MS Office and Outlook) is mandatory.

## **COMPENSATION & BENEFITS**

Competitive compensation, commensurate with experience, and a standard benefits package, including health insurance, paid time off, and sick pay.

## **APPLICATION & INQUIRIES**

Please submit a letter and resume, electronic submission preferred, with a summary of demonstrable accomplishments to:

Ms. Rebekah Lambert, Vice President  
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*The Arts Council of Greater Kalamazoo is an equal opportunity employer.*