



Job Title: Executive Director
Reports to: Board of Directors
FLSA status: Exempt, full-time

PlatteForum is seeking a new Executive Director to take its award-winning programming to the next level. Founded in 2002 as a community organization to provide resources to professional artists and youth through collaboration and the creative process, PlatteForum has grown into a nationally recognized artist residency and youth program that is a hybrid community center, arts studio, and gallery. PlatteForum expects to continue expansion of our reach and impact and we envision our new Executive Director to be at the forefront in this effort.

At PlatteForum, youth work side by side with Resident Artists to collaboratively plan, produce, and exhibit a body of work in an environment in which artistic excellence is highly valued. Youth in PlatteForum's programs delve into a variety of art forms, confronting social justice issues and making life-changing discoveries about who they are, what they can achieve, and where they belong in the world. PlatteForum's award winning, ArtLab high school Internship is the cornerstone of our youth programming, which uses the arts to empower teens to graduate on time, prepare for post-secondary success and use their voices to create positive change in their communities.

MISSION - Using the arts as a bridge, we connect youth and artists with resources to reach their full potential.

VISION - We envision a world where youth and artists have no boundaries to success.

VALUES

- **Creative expression** – We are an inspiring and uncensored space that ignites artistic exploration and self-awareness.
- **Collaboration** – We push boundaries and create partnerships to amplify our impact.
- **Inclusivity** – We celebrate and value diverse perspectives and believe in equity for all voices.
- **Community** – We foster provocative conversations and action on social issues that are important to our community.

Responsibilities and Duties:

The Executive Director is responsible for leading PlatteForum and delivering the organization's mission, vision, and values in partnership with the staff and Board of Directors. This will be accomplished through the following responsibilities and duties:

Leadership:

- Supervise, train, and motivate diverse professionals who make up the staff, providing guidance, resources, and professional development to enhance and support the organization's culture.
- Cultivate and expand the organization's diversity, equity, inclusion and accessibility practices and standards, while championing the cultural and funding communities' DEIA efforts, as well.



- Together with the Board of Directors and staff, create and execute the organization's next strategic plan.
- Increase the visibility, prominence, financial resources, relevance, growth and community impact of PlatteForum.
- Act as the primary ambassador of PlatteForum within the community at large.
- Serve on PlatteForum's Board of Directors as a non-voting member, guiding the governing body in partnership with the Board's Executive Committee.

Outreach & Engagement:

- Cultivate and grow PlatteForum's funders, supporters, partners, Board of Directors, volunteers and most importantly the youth, artists, and communities we serve.
- Meet or exceed PlatteForum's annual revenue requirements of \$750,000+, per year.
- Together with the Fundraising/Marketing Committee and appropriate staff, develop and execute a robust funding and earned revenue plan that increases revenue diversity and stability.
- Oversee the development and staff execution of a robust marketing and communications plan that is tied to the organization's strategic, DEIA, and fundraising plans.

Programming:

- Oversee the development and staff execution of a robust programming plan and creative vision that provides the necessary resources to increase positive impact to our community.
- Review and provide feedback to staff and board on the selection of new artists and high school interns to ensure all the selection process meets all DEIA and legal standards.

Operational Management:

- Manage all financial processes in collaboration with PlatteForum's bookkeeper, audit firm and the Board's Executive Committee, including budget development, monthly financial reports, accounts receivable, accounts payable, annual financial review (or audit), all bank accounts, 990 and state tax filings, and other financial duties as needed.
- In collaboration with PlatteForum's bookkeeper and Board of Directors, manage all Human Resources functions, including payroll, taxes, insurance, benefits, performance management, records retention, etc, ensuring all local, state, and federal laws and compliance are strictly followed, as well as PlatteForum's DEIA standards.
- Working with the Board of Directors, manage all facilities contracts and negotiations to make certain PlatteForum has a sustainable and affordable home.
- In partnership with the Board's Executive Committee, ensure all legal contracts and agreements protecting the organization are in accordance with local, state, and federal law. Maintain appropriate level of insurance to appropriately manage risk.

Other duties as assigned



Qualifications & Experience:

- Preference will be given to individuals who reflect the communities we serve.
- A strong commitment to servant leadership is essential. (Servant Leadership is a non-traditional leadership philosophy that places the primary emphasis on the well-being of those being served.)
- Executive leadership experience is a must, preferably in arts administration, fundraising, non-profit management, or a related field.
- Proven success and extensive experience in fundraising, donor relations and stewardship, preferably with annual budgets of \$700,000+.
- Strong belief in art and creativity as an empowering tool for youth and artist success.
- Passion for promoting social justice and working with historically marginalized communities.
- Basic understanding of nonprofit fund accounting and financial processes including profit and loss statements, balance sheets, 990 filings and bank reconciliation.
- Able to process information and manage responsibilities from multiple sources.
- Must be a strategic and creative thinker with an entrepreneurial spirit.
- Supervisory experience with staff of 5 to 10 individuals is critical.
- Ability to thrive in a team-oriented, collaborative, and creative environment, working with a diverse group of artists, youth, board members, donors and community members.
- Highly organized and demonstrated success in juggling changing priorities and deadlines.
- Excellent and demonstrated verbal and written communication skills.
- Comfortable with public speaking engagements at intimate gatherings and large, public events.
- Willingness and ability to work occasional nights and weekends.
- Related and demonstrated experience will be welcomed in lieu of a bachelor's or higher degree.
- Must pass criminal and background checks/investigation and sign a confidentiality agreement prior to an offer of employment.

Salary: \$85,000 - \$105,0000, commensurate with qualifications and experience.

Benefits: Paid health insurance (base plan), generous paid flex time, sick time, and holiday pay.

Starting date: July 2024

To Apply:

Please email resume and cover letter with the subject line "Executive Director applicant" to jobs@platteforum.org.

Deadline to Apply: *Resume and cover letter submitted before **Monday, May 13, 2024** will be given priority consideration. Please do not send additional documents or materials. Please no emails, phone calls or electronic messages to current staff or board members.*

PlatteForum is an Equal Opportunity Employer. Should an offer of employment be extended to an applicant, employment with PlatteForum is at-will and is subject to all Denver City & County, Colorado State and Federal laws.