

ballinger | leafblad

www.ballingerleafblad.com

EXECUTIVE POSITION PROFILE



HIGHPOINT
CENTER FOR
PRINTMAKING

ORGANIZATION

Highpoint Center for Printmaking

POSITION

Executive Director

APPLICATION DEADLINE

April 14, 2022

COMPENSATION

\$95,000 - \$115,000

BRIEF

Ballinger | Leafblad is pleased to conduct the search for Executive Director at Highpoint Center for Printmaking in Minneapolis, MN

CONTACT

jen@ballingerleafblad.com

lars@ballingerleafblad.com



ORGANIZATIONAL OVERVIEW

Highpoint Center for Printmaking is a nonprofit organization dedicated to advancing the art of printmaking. Founded in 2001, Highpoint has grown into a multi-faceted \$1.2M arts organization that centers around community engagement and furthers artistic excellence in printmaking.

Highpoint not only promotes the collaborative printmaking process, but also provides educational programs and broad community access. Highpoint's programs embrace the unique visual vocabulary of the print, enabling people of diverse ages, ability levels and backgrounds to create compelling works of art that engage and inspire. While continuing to center traditional printmaking practices, Highpoint has evolved its range of programming over its twenty years in operation.

Highpoint offers a robust variety of opportunities to engage with the art of printmaking:

- Educational Programming & Community Programs in printmaking for all ages and backgrounds.
- A Printshop Cooperative which provides access for local artists to create and show their work in a supportive workshop environment.
- A Visiting Artists Program - local, national and international in scope - through which invited artists create original prints under the guidance and support of a Master Printer.
- A Gallery that enables visitors to view exhibitions of local, national, and international prints. Most work is offered for sale to the public.

Learn more at <http://www.highpointprintmaking.org/>



Click Here for a Retrospective Look

HISTORY

Highpoint Center for Printmaking was established in April 2001 in Minneapolis, Minnesota. Co-founders Executive Director Carla McGrath and Artistic Director & Master Printer Cole Rogers have built Highpoint with established reputations in, and extensive knowledge of the arts, education and printmaking.

It is the only accessible, community-oriented facility of its kind in the Upper Midwest. Until Highpoint opened its doors, broad public access to the printmaking arts was virtually nonexistent in this part of the country.

In 2008 Highpoint launched HP2, a capital campaign, to raise funds to purchase and renovate a 10,000 sq. ft. building at 912 W. Lake Street, in South Minneapolis. Thanks to generous foundations and hundreds of individuals, HP2 features state-of-the-art printmaking facilities, two galleries, classrooms, a library and more. Since its inception, Highpoint has grown from an idea and vision of two founders to a \$1.2M arts organization making local, national and international impact on the field of printmaking.



Position Profile | Executive Director, Highpoint Center for Printmaking

VALUES

Just as paper quietly supports a print's look and feel, Highpoint's values create a platform for its decisions. Stakeholder conversations with artists, funders, students, arts leaders, staff, and print enthusiasts have provided Highpoint with important insight into the values that unite its community.

Artistic Inspiration and Excellence

Highpoint seeks to inspire an enthusiasm for printmaking by encouraging all to engage in this artform – from beginners to the experienced – while highlighting creativity and excellence. By providing collaborative printmaking expertise of the highest quality, coupled with studios, gallery, library, archives, and online presence, Highpoint aims to create an oasis for creativity, engagement and illumination.

Learning and Inclusion

Highpoint believes creative inspiration is an essential part of the human experience. Integral to its mission is to provide exceptional educational opportunities and equal access to its programs and facilities – regardless of societal barriers caused by race, economic status, national origin, gender identification, age, beliefs, sexual orientation, or physical abilities. Highpoint strives to eliminate barriers to participation by listening, learning, and taking action to create a welcoming organization.

Integrity and Stewardship

Highpoint values ever-deepening relationships built on trust, and evidence of Highpoint's commitment to its mission, adherence to its values, and careful stewardship of its precious resources. Highpoint aims to provide leadership in our field and exemplify best practices.

HP is unique because it's not just about showing art, it's about bringing up new generations of artists, specialists, technicians, educators, showing that you can have a career in art. It is part of the mission that I find inspiring.

Highpoint Staff Member

MISSION

Highpoint Center for Printmaking is dedicated to advancing the art of printmaking. Its goals are to provide educational programs, community access, and collaborative publishing opportunities to engage the community and increase the appreciation and understanding of the printmaking arts.

VISION

Highpoint's vision is to be a leader in providing education-focused, community-oriented printmaking arts access and programs, and a catalyst for collaborative publishing of new work by emerging and established artists.

VALUES

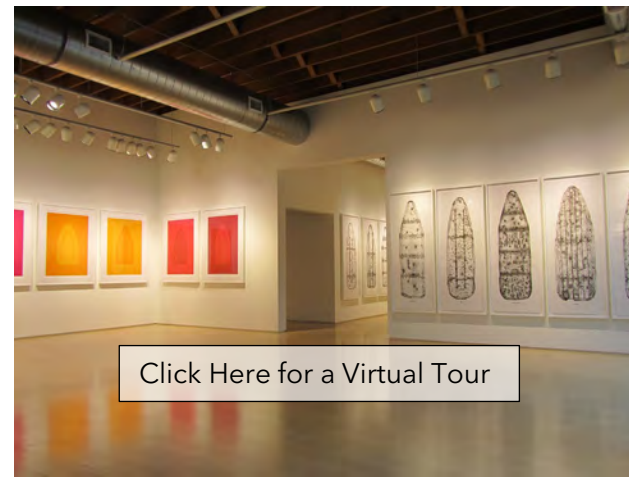
Artistic Inspiration and Excellence
Learning and Inclusion
Integrity and Stewardship

AREAS OF PROGRAMMING



Education and Community Programs

Highpoint offers affordable and no-cost events, classes and artmaking opportunities for visitors of all ages.



Galleries

Highpoint's galleries are free and open to all. Featuring six annual exhibitions, visitors can view and study contemporary prints from around the world.

[Click Here for a Virtual Tour](#)

Highpoint Editions

Highpoint's publishing arm is a uniquely collaborative program that invites artists of all mediums to explore printmaking and create new work, with the support of HP's skilled staff. HP Edition prints are acquired by collectors, institutions, and museums nationally and internationally.



Cooperative Printshop

Highpoint's fifty+ co-op members have access to a full-service printshop offering a unique peer-to-peer learning experience and two annual group exhibitions to promote artists' sales.



Stakeholders weigh in: What makes Highpoint unique? What should we make sure candidates know about it?

HP is the only printmaking center of its kind in the U.S., combining a national and international print shop, an education facility, art galleries and a printmakers' cooperative. It is highly respected locally and nationally. Artists with international reputations come to work with Cole Rogers, the Master Printer, and his staff.

Printmaker/Co-op Member/Donor/Past Board Member

The level of talent and knowledge that is at Highpoint is amazing, I'm working alongside some of the most technically gifted printmakers I have ever seen. The equipment and space is better than most universities that I have seen. To be a gallery, a school, a master print studio AND a community shop is incredible.

Printmaker/Co-op Member

It's historically been unusual for a cooperative shop to also publish work with invited artists. At Highpoint, you will have "blue chip" artist prints that sell for many thousands of dollars adjacent to the prints of a weekend hobbyist. Additionally, those who are printing the expensive, highly collectible works are always willing to engage and share with the weekend hobbyists. It is not an elitist environment.

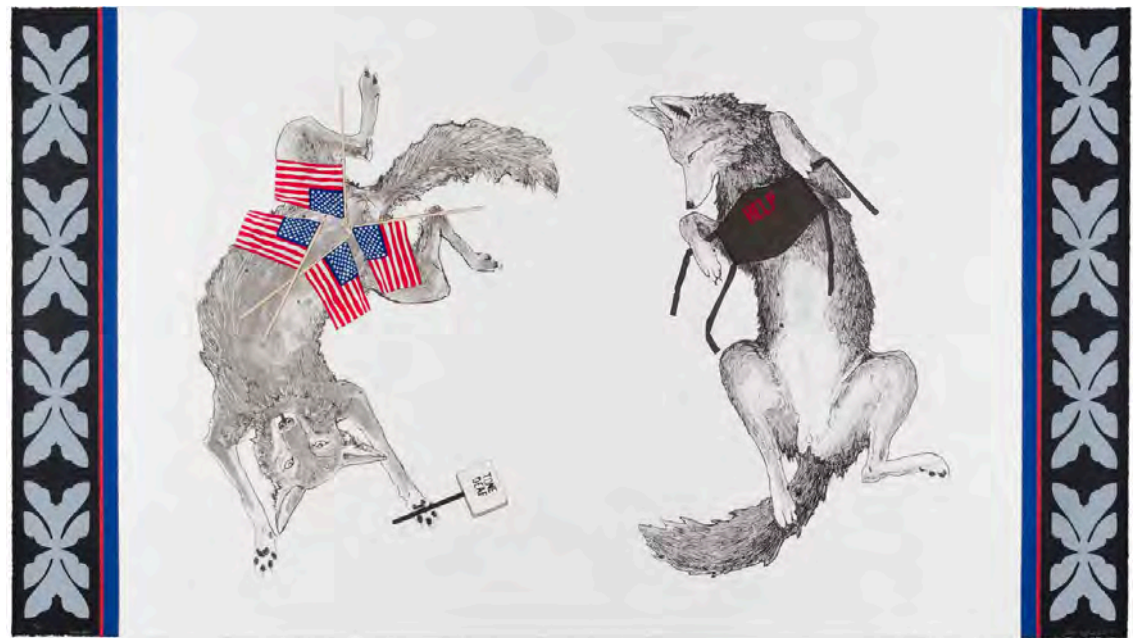
Long-term Staff and Co-op Member

HP is by far one of the most professional orgs I've engaged with as a funder.

Foundation Partner

This is an amazing opportunity to run something really established. All the pieces are in place for someone who deeply resonates with the mission to bring in a fresh lens.

Foundation Partner



Julie Buffalohead, *Tone Deaf*, Lithograph and screenprint with collage, 2021, edition of 15

Excerpt from Presstime | 20 Years of Highpoint

Highpoint by the Numbers: The Years Add Up!

328

total co-op members
over the last 20 years

95

community partners
over the years

104

teens who have participated
in our Access/Print Teen
Mentorship program

53

number of Free Ink Days
hosted by Highpoint

0

number of times that
co-op dues have increased
in the last 15 years

182

public exhibitions of
local, national, and
international prints

9

presses (lithography and
etching) living under
Highpoint's roof

29+

native plants in Highpoint's
rain garden

5,744

hours/year that artist
co-operative members have
access to the workshop

791

print publications by
Highpoint Editions

4,500

average yearly youth
visitors who walk through
Highpoint's doors

1,157+

supporters over the years,
who have helped keep
Highpoint going strong!

POSITION PROFILE | EXECUTIVE DIRECTOR

SUMMARY

The Executive Director (ED) has overall administrative, strategic and operational responsibility for Highpoint Center for Printmaking's organizational structure, staff, programs, finances, and execution of its mission. The ED is a passionate and highly relational advocate of the visual arts. They are inviting and adept at building relationships with emerging and established artists, donors, collectors, curators, educators, community partners and the general public. The ED supports Highpoint's artistic vision and embodies a deep commitment to furthering the mission, vision and values of the organization. They are dedicated to making the art of printmaking an accessible and vibrant part of the community, and to supporting the artistic development of printmakers by providing resources, opportunities, education and mentorship.

The ED serves as the spokesperson for Highpoint and plays an important role in building and sustaining partnerships with philanthropic and programmatic partners including foundations, schools, community groups and peer arts organizations. The ED is a compelling communicator who initiates conversations and promotes opportunities for artists at all levels - youth, students, hobbyists and seasoned mentors alike. The ED enthusiastically tells Highpoint's story to engage locally and tap into the global printmaking community, raising Highpoint's visibility and furthering its reach.

Together with the Artistic Director, staff and board, the ED ensures the organization's financial capacity by cultivating relationships with individual and institutional donors, corporate and community partners, galleries, museums, industry associations, educators and others to build and sustain its earned and contributed revenue streams. The ED demonstrates effective management skills across all areas of responsibility including board relations, staffing, operations, fundraising and compliance. The ED is ultimately responsible for the financial stability, efficient operation, and programmatic success of the organization.

BACKGROUND

Launched in 2001, Highpoint has grown and thrives today due to the uniquely collaborative leadership and distinct roles of its Co-founders Carla McGrath, Executive Director, and Cole Rogers, Artistic Director and Master Printer. In 2021, Highpoint celebrated its twentieth anniversary, and Carla shared her intent to transition to retirement. Cole continues to lead the artistic vision of the organization, including its highly successful [HP Editions](#) publishing arm that features exclusive print collaborations with artists from around the globe. Recognizing the complexities of founder transitions, Highpoint's Board of Directors and founders have dedicated time and resources over a number of years to prepare the organization for long-term success and sustainability. The organization is dynamic and has many deep relationships within the community, and the Board sought input from a wide range of stakeholders to shape the vision for Highpoint's next Executive Director.

MANAGEMENT RESPONSIBILITIES

The ED reports to Highpoint's Board Chair and Executive Committee. Direct Reports are the Artistic Director & Master Printer, the Education & Community Programs Manager, and the Communications & Development Manager.

ESSENTIAL RESPONSIBILITIES

Board Relations

- Serve as a non-voting member of the Board of Directors (BOD) and Executive Committee. In coordination with the Board Chair, ensure proper governance practices, board management, communications and recordkeeping.
- Engage the BOD and other stakeholders in strategic planning, goal-setting, implementation and evaluation.
- Engage the BOD to identify and recruit potential board members with diverse perspectives and life experiences to expand the organization's reach, and to establish board expertise in identified skillsets.
- Structure participatory board meetings and encourage active involvement of all board members to leverage the skillsets they bring.

Organizational Leadership

- In collaboration with the Artistic Director and staff, develop and cultivate exceptional creative and strategic vision, community engagement, arts management and arts programming.
- Lead and manage organization-wide operational activities including communications, policy development, strategic planning, staffing and business operations.
- Evaluate programs and activities to ensure quality, relevance, mission alignment and effectiveness.
- Develop and maintain effective working relationships with the Artistic Director & Master Printmaker, staff, interns and fellows, cooperative members, visiting artists and board members.
- Demonstrate exceptional people leadership skills and support managers in their efforts to effectively hire, manage and retain staff.
- Employ best practices in human resources and management to foster a productive and inclusive workplace, and proactively address issues in the internal and external environment to reduce risk.
- Ensure compliance with applicable federal, state and municipal regulations and requirements for running a 501c3 nonprofit organization.

Fiscal Responsibility

- Oversee all financial operations including accounting, bookkeeping, cash management, financial reporting, etc.
- Work closely with the BOD and staff to provide financial reporting and leadership around budget analysis.
- Develop, implement and oversee the annual operating budget with input from colleagues and the BOD.
- Maintain operating processes and procedures for tracking restricted funds.
- Coordinate and prepare, with Bookkeeper, for annual year-end and other audit work.
- Ensure all digital and physical business and operational-related documentation, data and recordkeeping is maintained and securely stored.
- File timely and accurate corporate documents and tax returns.

Fundraising

- Serve as the face of the organization to all major donors, both institutional and individual. Cultivate relationships with significant individuals and serve as the primary solicitor.
- With stakeholder support, research, ideate and implement plans to grow Highpoint's various earned and contributed revenue streams.
- Conduct and supervise grant writing and submissions and supervise the management of the grant calendar.

- Together with Artistic Director & the BOD, develop, manage, and evaluate the effectiveness of fundraising campaigns, events, and activities.

Marketing and Community Relations

- Oversee the Communications and Development Manager. In collaboration with the Artistic Director, provide direction for marketing and publicity activities including Highpoint's online presence (website, social accounts, etc.) and engagement strategies. Oversee development of digital and physical materials and collateral that reflect the aesthetic of Highpoint.
- Represent the organization externally, cultivate relationships, and advocate for Highpoint's mission and programs with a wide range of constituents.
- Actively identify and engage with institutions, community organizations, industry associations, galleries, museums, media and other influencers to increase awareness and elevate Highpoint's profile as a leader in the field of printmaking.
- Collaborate with the Artistic Director, staff and the BOD to plan, execute and evaluate special events.
- Partner with colleagues in designing, developing, and delivering excellent visitor experiences.
- Contribute to the artistic community by serving on related boards and grant panels as time permits.

DESIRED QUALIFICATIONS

- Demonstrated knowledge of, and passion for, the visual arts. Strong interest in printmaking (expertise not required.)
- Five or more years of nonprofit leadership experience to include staff management, budget oversight, fundraising and working with a board of directors. Visual arts experience – personal or professional - is strongly preferred.
- Successful track record hiring and developing teams, fostering an inclusive and welcoming culture, and managing public-facing operations with a strong commitment to customer service and accessibility.
- Exceptional organizational, planning, project management and process-improvement skills.
- Solid financial management skills. Familiarity and ease with GAAP required.
- Experience maintaining and growing a sustainable nonprofit business model that includes both earned and contributed income. Ideally this would include the following:
 - Proven grant writing skills
 - Track record of fundraising success with individual and institutional donors
 - Experience with the sales and promotion of art, design, collections or aesthetic goods
 - Revenue earned via educational programming
- Familiarity with cloud-based systems and software required, including donor management systems or similar databases. Knowledge of Salesforce and/or Google Suite is a plus.
- Excellent written, verbal, interpersonal and public communication skills. Comfortable utilizing various digital communications platforms.
- Bachelor Degree or equivalent experience in a relevant field such as arts administration, nonprofit management, gallery or museum operations, other creative or arts-related businesses, etc.
- Personal qualities of integrity, credibility and dedication to the mission and values of Highpoint.
- Rare pairing of strong artistic appreciation and aesthetic sensitivity with the personal qualities of authenticity, humility, empathy and acceptance.
- Ability to foster a welcoming, respectful culture and supportive atmosphere that allows people to be the best version of themselves.

COMPENSATION AND BENEFITS

The compensation includes annual salary of \$95,000 - \$115,000 and participation in the organization's benefits plan.

Highpoint Center for Printmaking is an equal opportunity employer. Highpoint strives to foster a work environment that embodies its values of diversity, inclusion, equity and accessibility. Candidates who bring diverse perspectives and life experiences are encouraged to apply.

TO APPLY

For more information or to send your credentials, please email a cover letter and resume to jen@ballingerleafblad.com. All inquiries will remain confidential.

Application deadline April 14, 2022.