

DOWNTOWN BROOKLYN ARTS ALLIANCE

POSITION OPPORTUNITY

Executive Director (PT) Downtown Brooklyn Arts Alliance

Overview

The Downtown Brooklyn Arts Alliance (DBAA) is a coalition of more than 35 cultural groups organized to connect and serve Downtown Brooklyn cultural organizations, to communicate their impact on Downtown Brooklyn, and to actively mobilize in the best interests of the cultural sector in Downtown Brooklyn. DBAA represents cultural institutions ranging from visual, performing and media arts, to arts service organizations, to dance and theater companies, as well as arts education providers. The DBAA is a leading voice representing the arts in Brooklyn. Over the next five years, DBAA will focus its efforts around arts advocacy, services to its member organizations and strengthening the cultural infrastructure of Downtown Brooklyn.

DBAA works to connect Downtown Brooklyn cultural organizations, to enable collaboration, share information and provide an effective voice that can speak to business, political and community leaders about economic benefits and service of cultural organizations to Downtown Brooklyn. DBAA also works to discuss and address issues affecting artist communities and cultural organizations in Downtown Brooklyn. For more information and a list of DBAA's members, see www.dbartsalliance.org.

Founded in 2010, DBAA has until this time been managed by representatives of its membership (with occasional part-time grantwriting, administrative and marketing support), and BRIC has served as its fiscal agent. The Alliance has grown and developed to the extent that it is now in the process of incorporating as an independent nonprofit organization, and has begun receiving grant support (from the New York Community Trust's New York City Cultural Agenda Fund as well as the Altman Foundation).

At this pivotal time in DBAA's development, it is now time to hire the Alliance's first part-time Executive Director. This position will report to DBAA's Executive Committee (currently five members). It is anticipated that the position will be 25% time (approximately 10 hours per

week on average) to start, but will grow over time. The anticipated salary for this 25% time position will range from \$20,000 -- \$25,000.

Duties and Responsibilities

The Executive Director will lead and organize DBAA's activities to ensure that they are aligned with the Alliance's Strategic Plan (adopted in 2016). These activities will include, but not be limited to:

Internal Functions:

- Plan, schedule, and lead monthly calls of the Executive Committee
- Plan, schedule, and lead bi-monthly meetings of the Program Council and semi-annual All-Member meetings (including coordination of guest speakers)
- In partnership with one or more members, organize periodic networking events and emerging leader events for the staffs of DBAA member organizations (approximately 4-6 per year)
- Organize and curate periodic professional development panels for membership (approximately 4-6 per year)
- Compose monthly communication to DBAA members, serving to update the group with information on DBAA activities and upcoming opportunities
- Lead efforts to develop contributed income sources to support DBAA's work, emphasizing both general operating support and program-specific activities, and working with and supervising a freelance grant writer as appropriate
- Track member dues collection and advise Executive Committee
- Work with DBAA members to update databases and website
- Develop annual budget and provide monthly actual vs. budget reports to Executive Committee
- Approve DBAA invoices for payment
- Manage biennial Economic Impact and Program Survey process, working with project consultant; manage distribution and presentations related to the Survey Report
- Carry out typical administrative, financial and operational functions for a small 501(c)(3) organization

External Functions:

- Working closely with members of the Executive Committee, serve as the public face of DBAA with elected officials and government stakeholders
- Serve as the public face of DBAA in the local community and the NYC arts community
- Draft correspondence, statements of position and press quotes to advance DBAA's advocacy agenda
- Working closely with members of the Executive Committee, serve as DBAA's representative in our collaboration with the Downtown Brooklyn Partnership to

- implement the agreed-upon initiatives set forth in the Downtown Brooklyn cultural plan (“Culture Forward”)
- Meet with prospective government, corporate and foundation funders to raise funds for DBAA’s initiatives and steward Assist with DBAA efforts to incorporate and receive federal nonprofit status

Qualifications

- Minimum of 7 years of relevant professional experience required
- Knowledge of NYC arts communities; knowledge of Downtown Brooklyn communities preferred
- Proven ability to generate contributed revenue
- Ability to build consensus among diverse constituents
- Experience with advocacy efforts preferred
- Experience managing membership organizations preferred

To Apply:

Send resume and cover letter addressing relevant experience to jobs@dbartsalliance.org. Please submit materials no later than August 31, 2017.

The Downtown Brooklyn Arts Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.