Executive Director: UrbanArt Commission (full-time)

UrbanArt Commission (UAC) is a nonprofit organization dedicated to creating opportunities for artists and neighborhoods to connect and shape spaces through public art in Memphis, TN. In recent years, UAC has grown considerably including a larger team, operating budget, scope of work and visibility. UAC seeks a new Executive Director to continue building on that growth and further support the implementation of an ambitious strategic plan formally adopted by the UAC board in 2018. The strategic goals of the organization are focused on elevating equity across UAC’s body of work, particularly through the support of Memphis-based artists, intentional and meaningful engagement of neighborhoods, and growing UAC’s portfolio across the city of Memphis.

Founded in 1997, UAC advocated for the development of a robust public art program in Memphis as a meaningful investment in civic spaces and the experiences of its diverse residents and communities. In 2002, that advocacy led to the creation of the City of Memphis’ percent-for-art program which UAC has managed since its inception. Through that program and in partnership with numerous partners and clients, UAC has developed over 140 public art projects throughout the city through both public and private investment. In addition to the annual management of the percent-for-art program, UAC leads several programs including training programs and resources for Memphis-based artists, opportunities for multi-disciplinary public art experiences, and collaboratively developing public art alongside neighborhood organizations and leaders.

Position
Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for staffing, programs, funding, and execution of the mission. They will have deep knowledge of the field of public art and develop core programs, operations, and business plans to advance UAC’s mission and strategic goals.

Responsibilities
+ Provide executive leadership and oversight in support of UAC’s programs, strategic plan, and fundraising
+ Work with elected and appointed officials in overseeing the City of Memphis’ percent-for-art program to support the equitable development and distribution of public art projects throughout the city.
+ Develop new public art opportunities with public and private clients and partners while advocating for the support of art and artists in public spaces.
+ Oversee the financial management of the organization, in concert with an external bookkeeping firm, including development of the annual budget, quarterly reporting to the board, annual audit, and ensuring compliance with financial policies.
+ Serve as the point person for communication with clients, partners, and foundations.
+ Oversee the negotiation of UAC contracts and associated reporting.
+ Support the UAC team in the execution of their work including implementation of the strategic plan, individual and team development opportunities.
+ Report to, work with, and support the UAC board to fulfill the mission, vision, and strategic goals of the organization.
+ Provide leadership and support of fundraising efforts to continue growing contributed revenue streams through grants, individual donations, and sponsorships.
+ Uphold the values of transparency, equity, people, Memphis, and growth in the execution of UAC's work.
+ Represent the organization locally and nationally at events, conferences, and symposia.

**Qualifications**
The Executive Director will be committed to UAC’s mission, vision, values, and strategic goals to ensure diversity, equity, and inclusion across all the organization’s programs and stakeholders. All candidates should have proven leadership and relationship management experience. Demonstrable experience and other qualifications include:
+ Bachelor’s degree or preferably higher in Arts Administration, Art History, Urban Planning, Fine Art, Organization/Business Administration, or related discipline.
+ Seven to ten (7-10) years of progressively responsible experience in arts management.
+ Experience in nonprofit management, preferably including finance and administration with skills in fundraising, budgeting, contract negotiation, and earned income strategies.
+ Experience working with a wide range of stakeholders and cultures. Ability to work with elected and appointed officials, not-for-profit boards of directors, public and private clients, artists, and volunteers, and in strategic planning and human resource management.
+ Ability to bring deep insight and apply an equity and inclusion lens to places where identity, equity, and power intersect with UAC’s work.
+ Ability to point to specific examples of having developed and implemented outcome-based strategies.
+ Excellence in organizational management with ability to coach staff, manage, and develop high-performing teams, achieve strategic objectives, and manage a budget.
+ Strong written and verbal communication skills; excellent interpersonal skills.

Salary expectations & benefits: Starting Salary for this position is $85,000 and is commensurate with experience, excellent benefits package including 15 days PTO, health insurance paid by UAC, three-month maternity leave for all UAC employees and remote flexibility two days a week.

**To apply for the role, send a cover letter, CV, and a list of at least three references with the subject line “UAC Executive Director” to: hr@uacmem.org.**

**Job posting opens July 11, 2023, and closes August 11, 2023.**