Wednesday, February 9, 2022

Executie Director

Company: Mind-Builders Creative Arts Center
Location: Bronx, NY
Compensation: 110,000-150000 annual salary

About Mind-Builders Creative Arts Center:

Mind-Builders Creative Arts Center is an acclaimed Northeast Bronx arts center, founded in 1978, which operates out of its own bright and newly renovated facility. On the wall upon entry is a quote by Archbishop Desmond Tutu that greets visitors and sums up our ethos: "One day we will wake up and discover we are family." Mind-Builders provide a nurturing space where over 700 children and adults explore and celebrate their potential and their heritage each year, through the practice and discovery of dance, theater, music, martial arts, voice, and the diverse cultures and traditions of the local community (see our programs here). More than just an arts center, Mind-Builders brings together best practices in youth leadership and community engagement out of a belief that "a healthy community is a vital ingredient for the growth of a healthy child."

Mind-Builders acts as a cultural anchor in its community, located in a vibrant part of the Northeast Bronx that is multicultural, family- oriented, and predominantly African American, Caribbean, and African, with a growing Hispanic and Middle-Eastern population.

Mind-Builders offers free and low-cost tuition classes, with the aspiration that no child ever be turned away for lack of ability to pay. This has only been made possible thanks to ??our team of board, staff, teachers, parents, and volunteers who are committed to cultivating essential life skills in children through the joyful and masterful practice of the arts.

OUR MISSION

Mind-Builders Creative Arts Center inspires the growth of youth, families and the community through quality arts and education programs.

Position Summary:

Mind-Builders is seeking a new Executive Director (ED) who is a motivational, visionary, and collaborative leader with an entrepreneurial spirit. We are looking for someone who has a commitment to supporting young people realize their power, potential, talent and history. This person will possess a deep appreciation and knowledge of the culture and art forms inspired by the community, and by the rich history of the diaspora.

The next ED at Mind-Builders will take over from the founding Executive Director, meaning they must lead the organization forward with enthusiasm, vision, and a commitment to its founding values. Responsible for managing the organization's approximately $2.3 million operating budget , the new ED will ensure that Mind-Builders realizes its capacity and responsibility to the students, families, and audiences it serves while attracting the resources necessary to fulfill its mission and goals. This is a full-time, exempt on-site position reporting directly to the Board of Directors, and will require some schedule flexibility in order to monitor Center activities and be available to meet families and students on occasional evenings and Saturdays. We express and are committed to diversity and equity at all levels of the organization. Because of the communities we serve, we especially encourage people from African Diasporic cultures to apply for this position. Mind-Builders is an equal opportunity employer that does not discriminate based on race, ethnicity, color, national origin, gender, sexual orientation, age, ability, veteran status or otherwise.

Primary Duties & Responsibilities:

Stewardship

Uphold Mind-Builders mission and vision, ensuring all programs and activities are aligned with its values and artistic direction.

Oversee general business operations, finances, and programs, working with Mind-Builders' finance team to responsibly allocate resources and ensure contractual obligations are fulfilled. Develop and manage the organizational budget in tandem with the Board of Directors' advice and approval.

Collaborate with the board to lead and implement new initiatives and/or strategic plans that ensure consistent organizational progress and effective goal management.

Oversee a staff of 27 (full and part time) with 8 direct reports (2 F/T Assistant Executive Directors, 2 F/T Program Directors, 4 P/T Program Directors).

Fundraising & Community Engagement

Identify, secure and maintain funding sources for the mission of Mind-Builders, as well as current and new program initiatives.

Steward existing relationships with all Mind-Builders constituents and collaborators by maintaining an ongoing presence and active involvement in the Bronx community and beyond.

Promoting the interests of Mind-Builders with media agencies, government officials and other organizations, serving as the primary spokesperson and contact with external stakeholders.

Cultivate new relationships with members of the community and consistently welcome new groups and individuals to the Mind-Builders network to help advance the organization's mission, vision and goals.

Skills & Competencies:

Significant training or background in the arts andr arts education.

Knowledge of Bronx communities and issues.

Experience in progressive student-centered education and/or youth development.

Demonstrated ability to effectively run large community-based programs or enterprises.

Knowledge of the NYC nonprofit, funding,and arts education communities in NYC.

Experience building and maintaining healthy and collaborative relationships with a wide variety of audiences, i.e. parents, youth, staff, board of directors, funders and government officials.

Thorough understanding of the history and politics of oppression and its wide ranging effect on every aspect of the lives of people of color.

Experience leading successful fundraising campaigns, soliciting and acquiring major gifts.

Strong management, conflict mediation and coaching skills, including the ability to give effective and direct feedback.

Qualifications:

Required

Bachelor's Degree.

At least 5 years of leadership and youth development experience.

Excellent written and oral communication skills.

Strongly Preferred

Master's Degree in education, arts education, nonprofit management, or related field.

7-10 years of leadership experience at a community-based organization of a similar size and budget.

3-5 years experience in the oversight of arts, education or community program policy and direction.

Knowledge and appreciation of African diasporic arts and culture.

Salary & Benefits:

Mind-Builders will offer a competitive salary ranging from a minimum of $110,000 and maximum of $150,000 per year, commensurate with experience. Benefits include medical health insurance covered 90% by Mind-Builders, paid vacation, paid holidays, paid personal days after three months, and 401K contributions.

Location:

This is a full-time position located in the Northeast Bronx, NY.

How to Apply:

Applicants should reply with a resume and cover letter that reference their experience in relation to the qualifications listed in the job description. No phone inquiries will be accepted. All inquiries and resumes should be submitted via email to edsearch@mind-builders.org by Monday, February 28th

https://www.mind-builders.org/get-involved/

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