

LANSING ART GALLERY & EDUCATION CENTER

Executive Director, Lansing Art Gallery & Education Center

The Opportunity:

The right candidate for this full-time position will have the opportunity to lead a treasured institution of the Greater Lansing area into its newest and exciting chapters of growth. We are looking for a seasoned executive and fundraiser to manage all operations of The Gallery as well as spearhead a capital campaign for a long-term facility. The Executive Director will be the public face of our organization, representing The Gallery at local, state and national levels through advocacy, public relations and networking opportunities, as well as building relationships with community stakeholders. We are a progressive institution with diversity and inclusion embedded in our core values. The Executive Director will be a champion of diversity, helping us continue to transform the makeup of the board, staff and membership to better reflect the demographics of the Greater Lansing population. Through excellent financial stewardship, the Lansing Art Gallery and Education Center is financially healthy. We will look to the new Executive Director to continue our progress towards financial stability over the long term, transitioning The Gallery to become self-sustaining through new revenue streams such as increased memberships, sponsorships, major donors, curation commissions and in-Gallery and online sales.

The Day-to-Day:

Directs The Gallery's operations, to include development, education and public programming, finance, external communications and staffing.

Oversees the management of exhibits from some of Michigan's best artistic talent, including oversight of independent curators, artist coordinator, preparation of support materials, marketing materials, installation and de-installation.

Manages the operations of The Gallery, ensuring the implementation and execution of policies and standards.

Works closely with the Board of Directors, committees, staff, volunteers, press, state and local government, local businesses and key community stakeholders to build a vibrant community.

Helps spread our message to build our membership, event traffic, sales, and messaging through public relations and media interviews and creative marketing campaigns.

In concert with the overall Strategic Plan, develops a comprehensive strategic development blueprint clearly detailing goals, objectives, and budgets consistent with the vision and mission of The Gallery.

Manages the donor pipeline including the successful deployment of all programs from plan preparations, preparation of proposals and donor cultivation, to donor record-keeping, solicitation, donor recognition and follow-through.

Champions special fundraising opportunities with private donors including all aspects of major and annual gift acquisition as well as the development of capital and endowment campaigns to ensure the long-term financial stability of The Gallery.

Cultivates relationships with local businesses to grow corporate sponsorships, co-promotion, and corporate art opportunities.

What Makes You A Great Fit:

- Five to seven years of non-profit management experience, preferably in the visual arts.
- Strong interpersonal skills including experience hiring, firing, supervising and mentoring employees.
- Strong planning, organizational and analytical skills.
- Ability to positively motivate and develop staff, board, and volunteers and build consensus.
- Visionary and innovative thinking with the ability to transform vision into action and lead an organization through change and growth while communicating with inspiration and mobilizing the board, staff, volunteers, and community stakeholders.
- Ability to work collaboratively with all sectors of the community, the Board of Directors and staff.

Bonus points for:

- Previous gallery experience.
- Strong computer skills with high proficiency in Adobe Creative Suite, donor management software, and Microsoft Office suite of products.
- Knowledge or strong interest in Michigan/midwestern contemporary arts.

Compensation and Benefits:

Compensation is commensurate with experience.

Benefits package includes the following: medical, dental, vision and accidental death and dismemberment insurance (new employees are enrolled after a 90-day period); paid time off, commensurate with years of service; holiday closure between Christmas and New Year's; eight paid holidays annually; cell phone allowance; and an employee discount on for-sale artwork

How to Apply:

Please submit resume/CV and cover letter to laurieannlonsdorf@gmail.com with the subject line: Executive Director. Deadline for submission is August 15, 2022.