

THE CEDARS UNION

Position: Executive Director

Status: Full Time. Exempt.

Reports To: CU Board of Directors

The Organization:

The Cedars Union (The CU), founded in 2014, is a small – midsize 501(c)(3) nonprofit, and a Dallas-based incubator for the arts. The mission is to provide resources including studios, tools, programs, and pro-bono services, to foster a collaborative artist community and to advance the arts in North Texas. To learn more about the organization, please visit <http://www.cedarsunion.org/>

Overview

The Opportunity: In 2018 the organization opened “The Annex”, a proof-of-concept facility. Now with approximately 55 artist members and having served over 100 artist members since opening, The Cedars Union is focusing on **facility expansion and growth in fundraising**, with the ability to increase the life-changing work the organization has accomplished for artists since 2018. The CU began with seed money given by a private foundation. Moving forward, it seeks to enlist more support from individuals, other foundations, government entities, and the public. The transition from one-source to multi-source funding will require **short and long-term strategic planning, networking, and execution skills** as CU endeavors its most ambitious fundraising years ahead. Because of this next phase, the organization seeks a **visionary Executive Director** with a solid fundraising background and proven track record generating diverse financial support for arts and cultural organizations.

Job Summary:

The Executive Director is responsible for creating and executing fundraising campaigns, updating and implementing strategic plans plus overseeing the financial health of the organization, its operations, and the existing strong staff of 3 direct reports. Working with the Board and Senior Staff, the ED will set the strategy and vision for fundraising goals and work systematically to meet them.

This position is responsible for managing The Cedars Union’s overall operating budget (about \$500,000) and resources needed to succeed in advancing The CU’s vision and mission. This position will create a short- and long-term plan. He/she will visibly engage with the community at-large, in conjunction with an active Board of Directors, to increase a

greater public awareness of the organization and communicate its value and contributions to North Texas.

Pay: \$80,000 annual starting salary

Benefits included:

- Medical/Dental/Vision insurance
- 10 days PTO for first 3 years. 15 days PTO after 3 years of service
- 10 Federal Holidays off
- 401k plan (non-matching)
- Free CU Membership

Responsibilities:

Vision and Strategy

- Develop strategic plan and vision for the organization, in collaboration with the Board of Directors and Committees.
- Oversee memberships and programs that align with the organization's goals.
- Act as principal spokesperson, representative, liaison, and advocate with community partners and funding agencies.
- Ensure representation of the organization at community events.
- Strategize the growth of The Cedars Union with the existing team and stakeholders (Patron Membership, Artist Membership, and Public/Agency supporters).

Fundraising

- Develop an actionable plan for fundraising with a concentration on \$1,000+ level gifts.
- Establish ambitious and reasonable fundraising expansion goals in the \$1,000, \$10,000, and \$100,000+ ranges.
- Work with the Board and Marketing & Development Committee to establish short- and long-term goals and develop implementation process.
- Expand the current Friends donor program to engage a wide audience, raise awareness of CU to the broader community and implement a moves management strategy.
- Develop and manage new campaigns.
- Identify and cultivate new funding sources and opportunities, e.g., grants, sponsorships, donors
- Maintain and deepen the relationships and communications with current and prospective funders.
- Work with the BOD to strategize, plan, and solicit major sponsors and donors.
- Plan and Execute annual Fundraising and Donor Appreciation events.

Administrative/Organizational Management

- Supervise administrative & artistic staff, overseeing Marketing, Development, Programs, and Operations.
- Lead Budgeting & Accounting Processes with Managing Director.
- Oversee organizational finances and monthly cash flow.
- Conduct regular communication with Board Members and bi-weekly meetings with Board President.
- Prepare and present fundraising and administrative reports to the BOD.

Skills

- Strong relationships and understanding of DFW arts and philanthropic communities
- 5+ years' experience in development and fundraising for arts organizations
- Fundraising events, capital campaigns, member and donor acquisition experience
- Strong external communications skills
- Strong understanding and commitment of Diversity, Equity, & Inclusion as an institutional priority
- Experience in short-term and long-term strategic planning
- Ability to serve as external face for the organization
- Strong written and oral communication skills
- Ability to lead and recruit for a diverse Board and Committees
- Background and experience in an organizational leadership role
- Ability to identify, cultivate, steward, and solicit a large portfolio of donors and prospects
- Ability to manage and inspire a team of support staff
- Ability to forecast and plan organizational contribution and revenue budgets
- Experience with mailing acquisitions, marketing and PR communications, and press releases
- Strong background with grant writing and reporting, individual, foundation, and corporate sponsorship packets, and membership programs
- Deeply understands the individual and community roles that artists serve and champion the needs of artists

Notice of nondiscrimination:

The Cedars Union is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of The CU to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, The CU is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, The CU will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, or customer of The CU.

To Apply: To apply, please submit a resume and cover letter to info@cedarsunion.org.