



Executive Director
Job Posting – December 2017

The Metropolitan Regional Arts Council (MRAC) is currently accepting applications for the position of Executive Director.

Organization Overview

The Metropolitan Regional Arts Council (MRAC) is a nonprofit organization serving formal and informal groups with annual arts programming expenses of less than \$400,000, and artists in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. The Metropolitan Regional Arts Council is one of eleven regional arts councils throughout the state of Minnesota. The regional arts councils are funded by an appropriation from the Minnesota Legislature, the Legacy Amendment Arts and Cultural Heritage Fund, and by The McKnight Foundation.

MRAC's mission is to increase access to the arts in 7-county metropolitan area communities by providing information, organizational support and grants. It is MRAC's vision that artists, arts organizations and arts activities thrive; that art is integrated into the fabric and identity of every community; and that public value of the arts is understood, acknowledged and acted upon by community members, leaders and policy makers. The organization's goals are to:

- Provide grant applicants and other constituents with clear, thorough, prompt and respectful service and assistance
- Maintain transparent decision-making processes and accessible public information
- Serve constituents with programs and services that reflect MRAC's mission and achieve its vision

Position Description

The next Executive Director will lead MRAC in their efforts to manage and maintain a highly effective grant-making system, work to advance and deepen the organization's commitment to racial equity, manage and develop staff, and represent MRAC throughout the 7-county metropolitan area. The Executive Director will advance a shared vision for the organization, provide decisive leadership on the strategic direction of our work, and represent MRAC to a wide and diverse range of artists, constituents, stakeholders, and other Regional Arts Councils throughout Minnesota. As an engaged and dynamic leader, the Executive Director must be knowledgeable in the field and collaborate with Board and staff to innovate and guide the future work of MRAC.

The Executive Director reports to the MRAC Board of Directors and supervises a staff of seven.

Major Duties and Responsibilities

Organizational Strategy and Leadership – Work with Board of Directors on setting vision and strategic direction for MRAC and provide leadership to staff on implementation of the strategic plan. Lead organizational change efforts and promote and fulfill the mission of MRAC. Commit to advancing inclusion and racial equity in all aspects of MRAC's work. Demonstrate willingness to lead and work alongside the Board of Directors through deep, meaningful engagement.

Program Management – Oversee all MRAC's programs with an interest in new and innovative ways to achieve the high quality of current panel recruitment, training, and application review. Ensure that MRAC's interaction with constituents

reflects the organization's values, particularly with regard to racial equity and increasing access to quality arts experiences.

Staff Supervision – Provide leadership and clear direction to staff, support professional development, and utilize existing strengths and skills to advance MRAC's mission and programming. Nurture and support a healthy work environment that encourages respect, differing perspectives, new ideas, and allows for conversations to challenge the status quo.

Relationships – Serve as the public face of the organization and the primary liaison to the Minnesota State Arts Board, Forum of Regional Arts Councils of Minnesota, the Minnesota legislature, and the Minnesota Citizens for the Arts. Authentically engage diverse and under-represented communities. Represent MRAC to the public, policymakers, arts philanthropists, community leaders, and other external partners.

Knowledge and Skills Required

- Knowledge of arts community with technical and sector-specific knowledge
- Experience in public, nonprofit, or related private sector field with knowledge of program management and the mechanics of the grant-making process
- Demonstrated experience engaging historically marginalized communities and a commitment to and strong understanding of racial equity
- Track record as a collaborative decision-maker and analytical thinker
- Ability to communicate clearly and effectively with interpersonal sensitivity and high EQ. Write and present information in a concise and accurate manner.
- A strong commitment to client service and relationships
- Ability to be facilitative in style – nimble in working with groups of many styles at various stages of development
- Proven ability to successfully supervise, manage, and develop staff, and a willingness to learn alongside and from staff
- Passion for the MRAC mission

To Apply

Position will remain open until filled. Submit information by February 13th, 2018 to be considered in the first screening. Send cover letter, resume, and three professional references as one .pdf document (maximum of 6 pages) to info@mrac.org. A confirmation email will be sent upon receipt.