Executive Director

The Cultural Office of the Pikes Peak Region is a champion of activities, programs and philosophies that break down barriers to the arts, respect risk-taking and artistic freedom, enhance our community’s unique identity, commit to excellence and education, and, importantly, are genuinely inclusive of all people regardless of race, religion, ethnicity, sexual orientation, gender identity, age, physical/mental abilities, and geography. Candidates who can contribute to our goals of advancing inclusion in the arts are encouraged to apply and to identify their strengths in this area.

BACKGROUND:
The Cultural Office of the Pikes Peak Region’s (COPPeR) executive director is an experienced self-starter with a background in arts and culture looking to strengthen the cultural landscape in El Paso and Teller counties of Colorado. The successful candidate is a relationship-driven professional with proven skills in organizational leadership, advocacy, policy, fund development, program development, management, financial operations and communication. The Executive Director (ED) works with a variety of stakeholders in the community to build and grow a collaborative presence for the arts and culture sector as a key contributor to the region’s quality of life and economic prosperity. The ED directs the operations of the Cultural Office through inspired leadership that actualizes the strategic plan, which outlines four strategies: Advocate, Promote, Convene and Lead. The successful candidate demonstrates: radical optimism, creativity, entrepreneurial spirit, strategic and inclusive leadership, and a passion for the Pikes Peak region’s history, diverse communities and art forms, and the role they play in the region’s quality of life and economic vitality.

POSITION TITLE: Executive Director, full-time, exempt

REPORTING RELATIONSHIP: Reports to Executive Committee of the COPPeR Board of Directors

SUMMARY DESCRIPTION OF POSITION:
Provides overall direction, management, coordination and evaluation of all organizational activities, as well as internal and external community relations. Works with the Board of Directors to develop a shared vision for the organization, and to develop the goals and strategies to advance the mission. Establishes annual performance measures that support the strategic plan, and leads the staff in the activation of the long-term strategic and annual operational plans. The position provides leadership to regional cultural industries; represents the organization to civic and governmental bodies, elected officials, the media and public; oversees operations of the organization to include strategic planning, administrative oversight, programmatic and fund development activities; and supervision of staff, including full-time, part-time and contract employees as well as interns and volunteers as necessary. Provides leadership on behalf of the local creative sector on matters concerning arts, culture, and creative industries as economic and community development drivers. Provides stewardship of mission for the benefit of a variety of stakeholders, ensuring COPPeR’s brand, vision and integrity are well-reflected in all areas of programming, presentation, and policy, and that the highest quality of professionalism, design, and direction are maintained.

COMPETENCIES:

- Knowledge of, and demonstrated leadership in, arts administration, economic development, and cultural tourism
- Professional management experience in private, public or nonprofit organizations or agencies
• Expertise and knowledge in long-range and strategic planning, fiscal management, fundraising strategies, marketing & public relations, community and economic development, program development and management, and human resources
• Expertise in public speaking and communicating with diverse stakeholders, public groups, and media channels; possesses excellent writing, editing and public speaking skills
• Ability to work effectively and build alliances/partnerships with diverse interests through coalition building, community relations and advocacy
• Ability to lead a team of staff and volunteers effectively, including building/maintaining a healthy and high-performing working relationship with the Board of Directors
• Respect for a diversity of cultures and ability to foster, lead and implement a culture of equity and inclusion for the organization, as well as serve as a model for the greater arts and culture community
• Ability to lead the development of new initiatives that directly and positively impact arts and culture in the Pikes Peak region, and evaluate for effectiveness
• High level of comfort with technology and the ability to learn new software. COPPeR staff regularly use the following programs: Microsoft Office Suite, Quickbooks, Adobe Design Suite, HTML/WordPress, most major social media applications, and Constant Contact, among others.

ESSENTIAL JOB FUNCTIONS (including but not limited to):

Leadership/Supervisory
• Lead and implement strategic planning processes and activation; identify and analyze opportunities; forecast trends and emerging needs
• Drive for successful results, conveying a sense of enthusiasm and urgency, setting bold goals and driving toward achievement while maintaining high quality and integrity levels
• Serve as cultural liaison and subject matter expert to partner agencies and organizations such as Chamber of Commerce/EDC, Black Chamber, Hispanic Chamber, Women’s Chamber, Visit COS, LART, Leadership Pikes Peak, Colorado Creative Industries, and other regional and state entities, etc.
• Build and maintain professional and positive relationships with key elected officials, serving as arts liaison and subject matter expert
• Build and maintain relationships with industry leaders such as contacts at Colorado Creative Industries, Americans for the Arts, National Endowment for the Arts, etc.
• Lead and supervise staff, interns, contractors and vendors, and coordinate board and committee volunteers
• Inspire an internal culture of growth, learning, collaboration, and effective and open communication
• Follow and implement best-practices for human resources management and staff development

Programming
• Oversee all organization programming, a few examples of which are:
  o Peak Radar operations (Peakradar.com, Picks, Pages, Theater, Concert Guide)
  o Cultural Planning (ArtsVision 2030, Arts & Economic Prosperity Study)
  o ArtsMonth
  o Community Events and Tourism Initiatives (Business & Arts Lunch, Creative Stays, etc.)
  o Education (Trainings, dissemination of communitywide arts data, etc.)
• Advise special community projects needing arts/culture expertise
• Develop, oversee and evaluate future programming in conversation with board and articulated in strategic plan

Communication
• Serve as lead spokesperson for the organization
• Ensure all messaging of the Cultural Office is cohesive, strategic and implemented following the organization’s Branding Guidelines
• Oversee the development and implementation of an integrated marketing, public relations and promotion program to share news and positive stories about the creative sector, using a variety of channels, such as: website, e-mail/e-news, social media, direct mail, out-of-home, paid advertising, and earned media in local, regional and national media
• Follow and implement Communications Policy

Fund Development
• Develop and oversee annual fund development plan, including philanthropy from board, individuals, foundations, corporate supporters and government resources
• Ensure effective and best-practice donor relations, stewardship and donation tracking
• Oversee strategic fundraising initiatives, events, grant writing and campaigns
• Prepare or oversee creation of grant proposals and final reports
• Oversee ad hoc events committees (to include board and community members)
• Research and develop earned revenue programs

Administrative / Organizational
• Oversee operations of walk-in office and arts information space. Ensure public hours and collaborate with neighbors on creative programming
• Oversee board relations, including preparation for board and committee meetings
• Oversee fiscal operations and day-to-day financial management, including annual budgeting, tax filings, and financial statements, as well as longer-term investment needs
• Manage monthly bookkeeping of organization with accounting contractor, to include checking account and money market accounts, managed through QuickBooks software
• Oversee payroll administration
• Ensure ongoing legal compliance and filing of necessary reports and fees

REQUIRED QUALIFICATIONS, EXPERIENCE AND EDUCATION:
• Bachelor’s degree, preferably in arts administration, public administration, business administration, communications fields, or organizational development
• At least five years’ progressive experience in management; specific arts administration and/or nonprofit experience preferred
• History of leadership roles within employment and/or volunteer efforts
• History of involvement in the arts at a professional and/or personal level

MINIMUM PERFORMANCE STANDARDS:
• All employees of COPPeR are expected to maintain high standards of productivity, cooperation, attendance, and efficiency
• All employees are responsible for promoting the mission of the organization
• All employees follow branding and communications standards established for the organization
• Professional dress and manner required to maintain a positive public image for the organization
• Weekend/evening commitments when necessary
• Ability to travel regionally and nationally

PHYSICAL REQUIREMENTS AND FREQUENCY:
• Requires use of office equipment and technology, such as computer workstations, electronic devices, telephones, copiers, etc.
• Requires corrected vision/hearing to normal range
• Requires eye-hand coordination and manual dexterity
• Requires prolonged standing and/or sitting

COMPENSATION:

• Salary will be based on experience and qualifications. The base range will be between $70k and $90k.
• Additional compensation may be included for performance considerations.
• Benefits include health insurance, paid holidays, vacation leave, sick leave, and parental leave. Finalists for the position will be given additional details about Cultural Office staff benefits.

TO APPLY:

Interested candidates should email a 1-page cover letter and 1-2 page resume to COPPeR.board719@gmail.com by February 17, 2023.