



**Position title:** Executive Director

**Organization:** Create CA

**Location:** California residence required, USA (remote, hybrid, occasional travel to the Pasadena office)

**About Create CA:** Create CA is California's only statewide arts education policy and advocacy organization dedicated to advancing equitable and accessible arts education for all six million public school students in the state. We advocate for policies that promote high-quality arts education for all students, convene and engage with statewide stakeholders, and equip advocates of all types to speak up for arts education in their schools and communities across California.

**Position Summary:** Create CA seeks an experienced leader to serve as the Executive Director with a deep commitment to equity and a demonstrated passion for the arts. The Executive Director (ED) will be a strong relationship builder, creative problem-solver, and successful advocate, and have a proven track record in setting and executing a strategic vision. Reporting to the Board of Directors, the ED will be responsible for overseeing day-to-day operations, fundraising, and fiduciary management as well as engaging policymakers, and staying informed of relevant legislation and program oversight.

The Executive Director will be inspired by, and excited to achieve, an equitable and inclusive implementation plan for arts education in light of the recent legislation. They will work alongside the Create CA staff and Board of Directors to advance the mission of advocating for arts education for every student across California. The ED will support and foster recent and ongoing organizational growth. The Executive Director will be a skilled listener, understand the importance of collective impact, and have the ability to foster a caring, supportive, and collaborative work environment.

### **Key Responsibilities:**

#### **Vision & Strategic Leadership**

- Provide leadership to advance the organization's mission, goals, and strategic initiatives
- Collaborate with the Board of Directors and Leadership Team to ensure alignment with the organization's strategic plan
- Represent the organization to the public, media, and the arts education community
- Ensure the successful implementation of programs and initiatives that support arts education in California, ensuring their alignment with Create CA's DEIB values, and monitoring their impact and effectiveness

#### **Team Management & Board Support**

- Provide effective leadership to the organization's staff, fostering a collaborative and inclusive work environment and generating enthusiasm and optimism for the work
- Directly supervise the Deputy Director of Development & Operations, the Deputy Director of Policy & Programs, and the Finance & Operations Manager
- Supervise and support team members in achieving their individual and collective goals
- Collaborate with the Board of Directors providing regular updates, reports, and recommendations to inform board decisions and governance. Attend active and ad hoc board committee meetings

### **Fundraising, Resource Management & Sustainability**

- Lead and oversee fundraising efforts, including institutional giving and donor cultivation, to ensure the financial stability of the organization
- Manage the organization's budget, financial reporting, and fiscal operations, including bi-monthly financial and payroll approvals, quarterly reports to the Board of Directors, and cash flow management
- Increase visibility, and effectively communicate Create CA's mission and impact to partners, donors, prospective donors, and funders

### **Policy, Advocacy & Legislation**

- Advocate for arts education at the state and local levels, engaging with policymakers, education leaders, and other partners
- Maintain strong relationships with partner organizations, policymakers, and key collaborators
- Keep the board, staff, and partners informed about relevant policies, legislation, events, and trends in arts education

### **Qualifications:**

- Minimum of 5+ years of senior leadership experience, with demonstrated success in leading a healthy and innovative organization
- Proven executive leadership experience in nonprofit organizations, with a background in arts education, education policy, and/or advocacy preferred or a Bachelor's degree in a related field
- Proven ability and commitment to lead through DEIB practices and values
- A demonstrated success in fundraising 5-7 figure gifts including experience in grant writing and donor relations; experience in networking and partnership development
- Exceptional interpersonal and communication skills with experience in crisis management and adaptability, including the ability to navigate uncertainty, pivot strategies as needed, and lead effectively during challenges
- Ability to work effectively with diverse partners and steward relationships across diverse sectors, including government, nonprofit, and for-profit organizations
- Experience managing and developing a team
- Comfort with media relations, both written statements, testimony, and on-camera visibility
- Knowledge of California's education landscape and arts education initiatives is a plus

### **Application and Hiring Process**

We are excited to review your application! To apply, please submit a resume to [resumes@leveledtalent.com](mailto:resumes@leveledtalent.com). Applications will be considered on a rolling basis, so it is in the candidate's best interest to apply as soon as possible. Only applicants who submit resumes through our search partner [Leveled Talent](#) will be considered.

### **Compensation and Benefits**

The ED position offers a competitive salary range of \$160,000 - \$180,400. Benefits include Medical, Dental, and Vision coverage, 401(k) plan participation and matching, and Sick, Vacation, and Holiday pay. Create CA is committed to employee professional development and supports opportunities for training and growth.

Note: This job description will provide an overview of the Executive Director's responsibilities and qualifications. Depending on the candidate's location in CA, the position could include 10-15% travel. Additional duties may be assigned by the Board of Directors as needed to meet the organization's goals and priorities.

Create CA is an Equal Opportunity Employer. Create CA seeks diversity and does not discriminate based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other basis protected by law.