



Job Title: Executive Director
Location: Portland Metro Area, Oregon
Reports to: Board of Directors
Salary: \$140,000 - \$160,000, Depending on Experience

About the Regional Arts & Culture Council

The mission of the Regional Arts Culture Council (RACC) is to enrich our communities through arts and culture. We believe that the arts have the power to change hearts and minds and to inspire social change. We also believe that arts and culture are key elements in creating desirable places to live, learn, work, and visit.

For thirty years, RACC, an independent nonprofit, has served as the designated arts and culture agency for several regional governments and as a vital arts and culture organization throughout the greater Portland Metro area. Recent changes in the political and funding landscape have led us to refocus our mission on public art management, professional development services for artists and arts organizations, and regional arts advocacy. As we advance in this transformative journey, we seek a visionary leader who can work with our skilled and cohesive team to drive this change, forge strategic partnerships, and guide our organization into a newly defined role in the regional arts ecosystem. RACC currently has 18 employees (16 FTE) and an annual budget of \$5.4M (which includes \$1.3M in RACC grant awards to other organizations).

Our team is passionate about educating and empowering people from all walks of life by providing and promoting access to a diversity of art and cultural experiences. Though we seek a charismatic leader who will be a positive force in leading external change, we are not looking for an internal change agent. Staff members look forward to welcoming the new ED to their positive and collaborative work culture.

You can find more information about working at RACC, including benefits and the hybrid work policy, [here](#). RACC offers excellent benefits, including paid holidays and flexible time off, full medical and dental benefits, a 401(k) plan, long-term disability, and life insurance.

Please see the application instructions at the end of this document.

Position Overview

The Executive Director will serve as the chief executive of the organization, leading its strategic direction and overseeing all aspects of its operations in alliance with RACC's values and [commitment to equity and access](#). The ideal candidate is an experienced leader with a proven track record of coalition building, fundraising, and advocacy and has an understanding of the cultural landscape of the region. They will need to be both entrepreneurial and strategic and able to collaborate with staff, board, and community members to reimagine the organization's identity and create sustainable revenue streams. This individual must be a compelling storyteller and able to communicate the value of our work to funders, partners, and the community at large.

Key Responsibilities

Leadership, Management, Equity, and Vision

- Foster a culture of collaboration, creativity, and inclusion within the organization and among external partners.
- Serve as the lead advocate to advance the organization's learning, practices, policies, and procedures to continually increase diversity, equity, and access in all aspects of the organization's work.
- Work in partnership with the board of directors to set RACC's strategic direction, provide appropriate information, and help support the board of directors and its committees.
- Working with staff members, execute a new strategic vision for the organization that is aligned with the evolving needs of the arts community and regional partners.
- Lead organizational transformation, including the implementation of new revenue models, organizational identity, and innovative approaches to public art and advocacy.
- Provide direct supervision to the Director of Programs and Partnerships and the finance team, which includes an outside firm.
- Maximize staff morale and productivity. Ensure all staff members receive the support and accountability needed to do their jobs and have timely performance reviews and opportunities for development, advancement, and growth.

Fundraising and Development

- In collaboration with the development contractor and future Development Director, lead a comprehensive fundraising strategy to secure diversified revenue sources, including individual donations, corporate sponsorships, foundation grants, and government funding.
- Cultivate relationships with current and potential donors, leveraging the organization's story and impact to secure financial support.
- Ensure effective donor stewardship and reporting to maintain and grow donor engagement over time.
- Foster an entrepreneurial mindset to explore innovative models, sources, and partnerships for funding.
- Work with staff in charge of developing a revenue generating program based on consultation fees.

Coalition Building and Partnerships

- In collaboration with the Director of Partnerships and Programs, build and maintain strong relationships with local artists, arts partners, and relevant government and community agencies in the tri-county region and statewide.
- In collaboration with the Director of Partnerships and Programs, establish collaborative partnerships that enhance the organization's impact and reach, fostering cross-sector initiatives that benefit the arts community.
- Serve as the primary spokesperson and advocate for the organization, representing its interests to a variety of constituents. Speak in a compelling way about public art and its role in enriching communities.

Operations Management

- Oversee the organization's operations, including program delivery, financial management, human resources, and facilities.
 - Work closely with the Board of Directors to ensure alignment on strategic priorities and governance best practices.
 - Recruit, mentor, and retain a high-performing team that reflects the diversity and values of the community we serve.
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Qualifications

Leadership, Management, Equity, and Vision

- Experience participating in and leading equity and access learning for individuals and groups, plus evidence of significant accomplishments.
- Proven experience as a senior leader or executive in a nonprofit, arts or cultural institution, or related field.
- Demonstrated success in leading an organization through change and growth, with an emphasis on strategic planning and revenue development.
- Ability to think entrepreneurially and innovate within the nonprofit sector.

Fundraising Expertise

- Strong track record of securing significant funding from a variety of sources, including major gifts, grants, and government contracts, particularly in arts and culture and public art.
- Experience building and implementing successful fundraising strategies from the ground up.

Advocacy and Coalition Building

- Ability to speak in a compelling and engaging way about the importance of arts and culture in our community.
- Experience in inclusive public policy, advocacy, or community engagement, particularly in arts and culture and public art and with regional approaches.
- Ability to lead the growth and sustainability of coalitions and partnerships with a diverse range of constituents, including government entities, community organizations, funders, and artists, to make public art projects inclusive and impactful for the community.

Communication and Relationship Building

- Exceptional storytelling and communication skills, with the ability to inspire and engage a wide range of audiences.
- Ability to represent the organization effectively in public forums and with media outlets.

Cultural Competence, Access, and Inclusion

- Demonstrated commitment to diversity, equity, access, and inclusion in leadership, programs, and community engagement.
- Experience working within diverse communities and understanding of the unique challenges and opportunities in specific communities of the region.

How to Submit an Application

Please send a cover letter and chronological resume to our search consultant, **Kathy Kniep**, at kathy@kathykniep.com, by **April 2, 2025**. In your cover letter, please answer these two questions, supplying a one-paragraph answer to each:

- 1. What actions and strategies have you used to cultivate equity in organizations?**
(You can read our [commitment to equity and inclusion here](#).)
- 2. RACC is undergoing a transformation. How have you led organizations through change?**

An email acknowledgment will be sent to all applicants within two business days. If you do not receive an acknowledgment within that time frame, please contact Kathy Kniep: kathy@kathykniep.com / 503-309-3433.

All inquiries will be handled confidentially.

The position will remain open until filled.

How applications will be scored:

Supervision + Leadership Experience	Fundraising Experience	Financial Mgt. Experience	Advocacy Experience	Board Experience	Arts + Culture Experience	Answer to Equity Question	Answer to Leading Change Question	Total Pts.
20	20	15	15	5	5	10	10	100

[You see draft scoring guidelines [here](#).]

Not sure if you should apply? Please call Kathy Kniep with questions: 503-309-4433.

RACC is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.