

## Executive Director | Lawndale Art and Performance Center (Houston, TX) Job Description

Lawndale is a multidisciplinary contemporary art center that engages Houston communities with exhibitions and programs that explore the aesthetic, critical, and social issues of our time.

Lawndale, one of the oldest non-profit arts spaces in Houston, seeks a forward-looking and collaborative Executive Director to lead the organization as it embarks on its next era of artistic experimentation. This is a unique opportunity for a committed and enthusiastic arts leader to continue to develop this respected organization, meaningfully influence the trajectory of artists working in Houston and the wider region, and engage communities throughout the Greater Houston area.

Reporting to the Board of Directors, the next Executive Director will continue Lawndale's legacy of providing critical support to artists and engaging the community, serving as a strong and articulate advocate for the organization while enhancing the institutional infrastructure necessary for the organization to more deeply and effectively embody its mission. The successful candidate will be leader with a demonstrated track record of working effectively with living artists across disciplines, producing exhibitions and programs, and fundraising. At the same time, this person is either an experienced executive or is ready to embrace the opportunity to step into the chief executive role, guiding the organization in enhancing existing institutional frameworks, systems, and processes that empower and support the staff and Board; advancing an ethos of clear and transparent communications across all stakeholders; championing the values of equity, diversity, and inclusion; and working with the Board and staff to ensure the long-term sustainability of the organization.

As the artistic and administrative leader and chief fundraiser for Lawndale, the Executive Director will work closely with the Board, Advisory Board, and staff to oversee programming decisions, the annual budget, fundraising and development efforts, marketing and communications, and strategic goal setting. As the organization's lead spokesperson, the Executive Director will continue to build Lawndale's visibility and reputation as a significant collaborative and contributor to the region and beyond. The Executive Director will have the following priorities:

**Exhibitions and Programs:** Hone and develop a signature voice for Lawndale that maintains and expands Lawndale's position locally, regionally, and nationally through the development of exhibitions, the Artist Studio Program, public programs, publications, and special events.

**Fundraising:** Sustain fundraising efforts to date, proactively working with the Board of Directors to evaluate fundraising efforts, proactively initiate efforts to diversify and expand private support for exhibitions, programming, and operations. Explore new revenue streams including earned, sponsorship, and foundation support that strategically optimize existing and potential resources.

**Board Development:** Cultivate, solicit, and steward new and existing members of the Board, and Advisory Board, clearly communicating expectations and opportunities and identifying ways

to engage the Board as ambassadors to raise awareness of Lawndale's activities, making the Board an aspirational goal among supporters of the arts.

**Staff:** Motivate, recognize, support, and supervise a small, committed staff, interns, and volunteers, advancing morale and providing clear direction; delegate appropriate authority and hold individuals accountable for specific and collective performance.

**Finance:** Oversee the organization's financial operations; control its budget, ensuring that staff and programming perform within the allocated financial resources, manage cash flows and provide the Board with timely financial data for budgeting decisions and fundraising plans.

**Connectivity, Community, Cultivation:** Maintain relationships with Lawndale's Advisory Board, Programming Partners and continue to pursue collaborative programming and joint ventures with other local and regional institutions, finding ways to deepen Lawndale's connection with a wide range of constituencies. Build and sustain relationships with a wide range of individuals who feel ownership in Lawndale, including artists, gallerists, collectors, as well as cultural, business, and civic leaders, and activate Lawndale's extensive network of exhibited artists by connecting them to the Lawndale community.

**Qualifications:**

- Minimum of 5-10 years direct experience and passion for working with living artists and nurturing the artistic development of artists across disciplines.
- A self-starter undaunted by a fast-moving and lean organization, entrepreneurial in spirit and collaborative in nature with the ability to coalesce others around specific objectives and oversee their successful implementation.
- Demonstrated fundraiser who has the ability to build and steward relationships.
- Excellent organizational, interpersonal, communication (oral and written), and strategic problem-solving skills.
- Excellent time-management and project management skills with the ability to handle multiple projects simultaneously.
- Desire to work with and manage a small, committed team, to work cooperatively and effectively across constituencies, and to remain flexible in a dynamic environment that requires an "all hands on deck" approach by all staff.
- Financially literate with a demonstrated ability to develop, manage, and stay within the overall budget.
- Adept at identifying and harnessing existing and new digital tools to support organizations, exhibitions, programs, and artists.
- Demonstrated flexibility and ability to recognize that for the short term, any vision for Lawndale's future must be seen through the lens of Covid-19 and its demands, and for the long term, a dedication to the tenets of Diversity, Equity, Inclusion, and Access are essential to Lawndale's future.
- Ability to work night and weekends.
- B.A. in art history or studio art (or related field); M.A. preferred.

**Salary and Benefits**

Salary is commensurate with experience. Lawndale provides a monthly stipend for health and dental insurance, in addition to a generous PTO plan.

**How to Apply:**

All inquiries, nominations, referrals, and applications should be sent to the Search Committee at [EDSearch@lawndaleartcenter.org](mailto:EDSearch@lawndaleartcenter.org). Applicants should include only a Cover Letter and Resume. **Priority will be given to applications received by April 15.**

**EOE**

Lawndale is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including gender identity), sexual orientation, disability, age, national origin, political affiliation, marital status, parental status, military service, or other non-merit factors.