

## Position Announcement

EXECUTIVE DIRECTOR – Minnesota Center for Book Arts (Minneapolis, MN)

### Organization Overview:

Minnesota Center for Book Arts (MCBA) is an internationally recognized non-profit arts organization founded in 1983. Its mission is to advance the book as a vital contemporary art form, preserve the traditional crafts of bookmaking, inspire diverse artists and learners and engage audiences in educational, creative and interpretive experiences.

Located in Minneapolis' Open Book building, MCBA is a mid-sized arts organization that serves roughly 70,000 individuals annually through a range of programs. Onsite, MCBA provides youth and adult classes, and off-site classes focus on teaching and curriculum development. Fellowships and mentorship opportunities support new work, artist residencies enliven MCBA's studios, and visitors attend exhibition openings, Book Art Roundtables and other free programming that celebrates the lasting importance of artists' books. MCBA also serves the book arts community through a variety of special projects and events.

In 2009, MCBA created the MCBA Prize—the first juried, international honor to recognize book art from around the world and across a diverse field. This prize is celebrated in conjunction with the *MCBA Book Art Biennial*, during which artists and other leaders in the field discuss and debate ideas and issues shaping the book arts around the world. In June 2010 MCBA celebrated its 25<sup>th</sup> anniversary with a gala evening event followed by *A Day to Discover*—a free, community open house that drew hundreds of supporters.

MCBA is governed by a seventeen-member Board of Directors committed to a forward-looking strategic plan. In addition to its twelve full-time staff, MCBA enlists the efforts of contract faculty, consultants, and volunteers to deliver programming and classes that serve its mission.

### Position Summary:

The Executive Director provides executive leadership to MCBA and reports directly to its Board of Directors. The Executive Director of MCBA will:

- Demonstrate a passion for the book arts
- Create the vision of the organization and inspire staff and community to join in that vision
- Advance MCBA's reputation as a local, national, and international leader in the book arts
- Establish the financial resources necessary to sustain and grow MCBA in accordance with its strategic plan
- Lead the overall strategic and operations management of the organization

### Qualifications:

Candidates should have 10 years of professional experience, with a minimum of 5 years in non-profit management. Must have proven leadership, interpersonal, and communication skills and a working knowledge of the non-profit sector, preferably the arts, including the

securing of funds and demonstrated ability to drive results. A bachelor's degree is required, with a graduate degree in a related field preferred.

The successful candidate will have effective staff management and organizational skills, including:

- Demonstrated ability to manage and evaluate organization-wide initiatives and the ability to compile reports, create and manage budgets, and execute projects
- Experience in fundraising, including successful grant writing and the creation and management of development programs
- Understanding of business principles applied to a non-profit organization, in particular a background of revenue enhancement and financial and nonprofit management
- Experience in staff management/human resources
- Demonstrated experience working with a Board of Directors

Application Instructions:

Applicants should submit a letter of introduction and resume by August 27, 2010 to [mcbasearch@gmail.com](mailto:mcbasearch@gmail.com). A full description of the position can be found at <http://mnbookarts.org/aboutmcba/aboutjobs.html>. Please, no phone calls.