



MCBA

**MINNESOTA
CENTER FOR
BOOK ARTS**

Executive Director

Minnesota Center for Book Arts

Location: Minnesota - Twin Cities

City: Minneapolis, MN

Type: Full Time, salaried, exempt

Category: Administration

Benefits: Paid holidays, vacation, sick time; medical and dental insurance, class audits and discounts.

Salary: Depending on Qualifications

Website: <http://www.mnbookarts.org/employment/>

Deadline: September 30, 2018

Full time position located in Minneapolis, MN

We are on a journey of transformation and change. We are looking for a leader, an advocate and ambassador of our organization, mission, staff, and book arts community. This is an exciting time for MCBA! We have:

- An enthusiastic and engaged board, committed to defining MCBA's brand, impact, and place in the community
- Infrastructure and board and staff capacity to support development efforts to fund the mission
- An iconic building in which to work, Open Book, that has been nationally recognized as a comprehensive home for the literary and visual art of the book;
- Prominent partners: The Loft Literary Center and Milkweed Editions, co-founders, along with MCBA, of [Open Book](#);
- A new branding initiative led by board member Lyndel King, Director of the Weisman Art Museum, with Shelly Regan, retired President of Yamamoto Moss, to reposition MCBA's role in the field of contemporary book art and arts engagement;
- Ongoing access, advising and partnership with a leading nonprofit consultancy, Propel for Nonprofits, as we create a sustainable business model for funding our mission;
- A talented staff committed to delivering high quality book arts programming for all stakeholders, including adult learners, emerging and established artists, K-12 students, educators, zine makers, rare book collectors, and more.
- An established and dedicated community of established book artists, book makers, and art lovers, including a longstanding artist co-op and teaching faculty.

Our board and staff are committed to working collaboratively and creatively with its next Executive Director to determine MCBA's strategic direction in this next phase of organizational growth. Our work culture thrives on transparency, openness to change, and collaboration.

About you

We are thrilled that you are interested in the Executive Director position. To ensure we are setting you up for success from the very beginning, we encourage that you ask yourself, “Do I genuinely encompass the following traits?”

Inspiring Leader | Inclusive | Collaborative | Successful Fundraiser | Management & Financial savvy

As the Executive Director of MCBA, you value the history of books arts across social and artistic movements and can see its relevance as a modern means of expression for individuals and groups.

You see that MCBA programs and activities nurture and support artists and community members interested in creative expression through the exploration of traditional and contemporary book arts including papermaking, bookbinding, and letterpress printing. You have a deep devotion to creative expression. To best serve others you foster an atmosphere for staff and artists that cultivates generosity, creativity, and abundance. **And most importantly, to support that creative atmosphere, you are committed to building and strengthening the financial sustainability of the organization to fund the mission.**

If this sounds like **you**, read on and apply! To apply, please send a cover letter explaining your interest in the position and your resume to: KC Foley, MCBA Board Chair, at kcfoley@mnbookarts.org, no later than **September 30, 2018, 11:59pm CST**. Additional information may be requested of you following the submission of your application materials. In-person interviews will be scheduled for October and November 2018.





Overview of MCBA:

[Minnesota Center for Book Arts \(MCBA\)](#) is an internationally recognized nonprofit arts organization founded in 1983 and incorporated in 1985. Our mission is to lead the advancement of the book as an evolving art form. We envision a world where book art is created, cultivated, celebrated, and understood as a vital and lasting expression of culture.

Located in Minneapolis, MN, MCBA is a mid-sized arts organization with an average operating budget of \$850,000.

With over 12,000 square feet of studios, classrooms, and gallery space, MCBA has become the largest, most comprehensive book arts center in the world. Over 82,000 community members visit MCBA annually to participate in programs that preserve and celebrate the art of the book. MCBA is artistically robust, well-staffed, and recognized for high quality arts education programming. During a visit to MCBA, you may see a 4th grade science class receiving instruction in paper engineering; families exploring an exhibition on fine bindings; artists preparing fibers for handmade paper sculptures, and printers inking wood type on an antique printing press. In 2017, MCBA taught letterpress, bookbinding, printing, and design workshops to over 1,320 adult participants and over 10,500 K-12 students.

MCBA presents 12-14 free gallery exhibitions that showcases the interdisciplinary book arts annually. MCBA's artist community participates through an active Artist Co-op, Certificate program, and Open Studio program. Artists also teach, exhibit, sell work in the Shop, and benefit from fellowships, mentorships, and residencies.

MCBA celebrates excellence in book arts through the MCBA Prize. Begun in 2009, the MCBA Prize—the first juried, international honor to recognize book art from around the world and across a diverse field. In addition MCBA collaborates with the Friends of the St. Paul Public Library to select the annual Minnesota Book Artist of the Year.



MCBA is governed by a twenty-two member Board of Directors, committed to a forward-looking strategic plan. In addition to its 6 full-time and eight part-time staff, MCBA enlists the efforts of contract faculty, consultants, and volunteers to support programming.

MCBA is a founding partner—along with The Loft Literary Center and Milkweed Editions—of Open Book. Each of these long-time Twin Cities based organizations was seeking a more sustainable home and joined to establish Open Book as a separate non-profit organization. The renovated and reinvigorated century-old building was the first cultural landmark of the Minneapolis downtown riverfront, which is now also home to the Guthrie Theatre, Mill City Museum, MacPhail Center for Music, and Gold Medal Park. Open Book creates a lively destination for a diverse public interested in books, book arts, and literary endeavors of all kinds.

Position Purpose

The Executive Director reports to the MCBA's board chair and serves as the organizational leader. S/he provides vision, strategic planning, and management practices to effectively carry out the mission of MCBA. The Executive Director represents MCBA's interests to its diverse constituencies including the media, the arts and book arts community, educators, and the cultural and philanthropic communities in Minnesota and nationally.

The Executive Director is responsible for the overall programmatic direction and for ensuring the appropriate organizational structures to accomplish the annual goals. The position also oversees administration of MCBA's programs and activities, and the management of the staff. The Executive Director is an ex-officio member of the 22+ member board and of the Executive Committee, and is responsible for ensuring outstanding governance practices and sound board management and recruiting.

Position Vision

The Executive Director is a passionate advocate of the arts and continuous learning. MCBA is in a time of transition: building a sustainable economic model by strengthening earned income opportunities, investing in donor relationships, and creating collaborations across communities and with other arts organizations. The Executive Director must be able to quickly engage with stakeholders in strengthening existing programs and expanding earned and contributed income. They must be able to incorporate current brand research into a compelling strategic vision for the organization with key stakeholders.

They must be able to lead staff, board, and volunteers in turning that vision into a reality. The Executive Director must be able to make critical decisions, take risks, and meet challenges. This individual must be a creative and a collaborative leader with excellent board, staff, and project management skills and be an effective communicator sharing the MCBA's mission, values, and strategic plans to the public and media in a variety of settings. The Executive Director will cultivate working relationships with individual and institutional donors, organizational partners, and the media to expand outreach to and promotion of the art of the book and book arts locally and nationally. The Executive Director is ultimately responsible for the financial stability, smooth operation, and programmatic success of the organization.



Primary Responsibilities

Board Relations (10%):

- Engage the board of directors in shaping the strategic vision for MCBA's future, actively soliciting their input on key priority issues in a timely, effective manner, and formulating recommendations for consideration by the Board and/or its respective committees based on that input and other considerations. The current strategic plan ends in 2019, and the new Executive Director will play a lead role in the new strategic planning process.
- Communicate, inform, discuss, and guide the board in affairs of MCBA and in issues that require policy decisions, evaluations, and direction for new policies, procedures, or programs to improve the overall operations and programs.
- Work with the board to identify and recruit potential board members to diversify and expand the outreach of MCBA and to establish board expertise in identified skill sets.
- Structure participatory board meetings and encourage active involvement of all board members to support MCBA's mission and goals.

Organizational Leadership (15%):

- Recruit/retain, motivate/mentor the management team for continuous improvement, productivity and excellence.
- Provide and model participative leadership for staff in a manner that promotes initiative, a healthy workplace, and creates individual growth opportunities.
- Directly manage MCBA's leadership team and inspire them to excellence in programs and processes.
- Lead the review of all MCBA programs and activities to ensure relevance, impact, quality, mission alignment, and effective use of MCBA's resources.
- Build a culture of teamwork, diversity and inclusiveness with agility and strategic risk-taking.

Strategic Planning (15%):

- Create and communicate a clear strategy for achieving/expanding mission to staff, board, and stakeholders.
- Develop and implement long- and short-term strategies and goals to assure that MCBA fulfills its mission, is true to its core values, and uses its resources effectively.
- Monitor and evaluate the outcomes and impact of MCBA programs and initiatives and make improvements or changes as necessary.
- Participate in MCBA's program task force, a collaborative decision-making model that determines strategic short-term and long-term program opportunities.

Fiscal Responsibility (15%):

- Develop appropriate annual and long-term financial objectives; lead MCBA in consistently achieving these objectives, including a balanced operating budget.
- Manage the budget to strategically grow earned and contributed revenue for the organization and implement growth plans.
- Steward and help grow the MCBA's reserve.



Fundraising (30%):

- Be responsible for setting and reaching fundraising goals per an annual fundraising plan with regular assessments.
- Personally nurture, directly solicit, and sustain close, productive relationships and collaborations with key donors, colleagues, and supporters of MCBA who are in a position to advance the mission.
- Actively participate in fundraising for special campaigns and annual gifts, sponsorships, government grants, and other needs as they may arrive.

Community Advocacy and Public Relations (10%):

- Serve as the brand ambassador and lead external spokesperson for the organization to constituents and stakeholders including: funders, students, teaching artists, and the book arts and arts field.
- Facilitate effective relationships with all external stakeholders including visitors, members, community partners, the press, funders, and politicians.
- Build and maintain a strong relationship with the Artist Co-op and its artist members.
- Build collaborative strategic alliances to further advancement of MCBA's mission including building alliances with diverse community and arts groups.
- Promote MCBA's mission and leadership role in the field while also supporting a supportive collegial atmosphere among partner organizations.

Open Book (5%):

- Serve on Open Book's board of directors (independent nonprofit). Every third year (2019 and 2022), provide leadership as Open Book's Operations Committee Chair. Other years rotate between chairing finance and external relations committees.



Minimum Job Requirements:

- A track record of being an inspiring and service-oriented leader who has long-term vision and can effect change; capable of imparting credibility, trust, integrity, enthusiasm, and the ability to motivate others.
- Experience building a sustainable business model, leveraging and growing earned income to fund the mission.
- Forward thinking vision of a healthy and vibrant nonprofit sector; recognizes the importance of infrastructure and operations as the backbone of MCBA's ability to achieve its mission.
- A strong collaborator and communicator.
- A track record of integrating diversity and inclusion throughout the organization.
- Demonstrated financial leadership and financial management skills. Familiarity and ease with GAAP required.
- Solid relationship-building skills and a track record of managing people, projects, and budgets through transitions.
- Ability to multitask, prioritize and delegate to staff and work calmly under pressure.
- Diplomatic skills and the ability to make and communicate hard decisions without alienating stakeholders.
- Appreciation of the arts and the importance of expanding new constituencies.
- Sense of humor.
- Bachelor Degree in relevant area.
- Meaningful nonprofit experience (3 to 5 years), with a minimum of three years leadership experience.

Preferred Qualifications

- Master's in Arts Administration or Nonprofit Management
- Demonstrated connection to the book arts and can speak compellingly and persuasively of its historical and contemporary impact.
- 5-7 years of leadership experience, preferably in the nonprofit sector
- Track record of successfully leading significant fundraising initiatives that have led to lasting organizational growth.
- Strategic planning and implementation experience, as current strategic plan ends in 2019.
- Strong understanding and experience developing organizational budgets, analyzing P&L's and balance sheets, and managing restricted funds. Intermediate to advanced knowledge of Microsoft Office Suite, Google Suite, Quickbooks, and CRM database management.

Benefits

- **Work in Minneapolis**—We're proud to be located in a culturally diverse region that's a desired community to live and work. Minneapolis is ranked in the Top 10 for Best Place to Live (#9), Cleanest City to Live (#1), Best Place to Raise a Family (#8), Most Bikable (#1), Most Educated (#8), Promotes overall Health and Wellness (#1), and more.
 - › Minneapolis is a hub for innovation and change.
 - › Located in the historic Mill District neighborhood of Minneapolis, MCBA is in close proximity to some of the best cultural venues (theatre, museums, music), restaurants, universities, art center colleagues, and shops in the state.
- Paid holidays, vacation, sick time; medical and dental insurance, class audits, and discounts.
- Competitive salary based on Minnesota Council of Nonprofits salary survey benchmarks.

It is the policy of Minnesota Center for Book Arts to provide equal opportunity to all employees and applicants in accordance with all applicable laws, directives and regulations of federal, state and local governing bodies and agencies. MCBA is committed to an inclusive workplace as well as increasing diversity in its workforce.