

## **Washington Studio School**

### **Managing Director**

#### Position Description

The Washington Studio School seeks a Managing Director (MD) to direct and manage school operations, including administration, communications and fundraising.

This is a full-time position that reports to and works collaboratively with the Board of Directors. The MD works in close daily partnership with the Artistic Director/Head of Faculty (AD) to maintain and develop the School's unique programs. The ideal candidate will have experience in the arts and will possess development and management expertise in a non-profit educational environment.

#### **Primary Responsibilities:**

##### Financial and Facilities Management

- In collaboration with the AD and the Board's officers, develop the School's annual operating budget and monitor financial performance.
- Create and maintain appropriate policies and procedures for internal controls.
- Monitor and manage building and classroom condition and upkeep, and coordinate maintenance, repairs and upgrades.
- Supervise administrative staff and contractors. Together with the AD, supervise the communications assistant.

##### Marketing, Communications, Outreach and Development

- Direct and dovetail these efforts through electronic and social media, advertising, print media, events, partnerships and other platforms and opportunities to reach and engage the greater community, raise the profile of and promote the School and its programs, and build out the base of students, supporters and partners.
- Research, identify and respond to grant and other funding opportunities.
- Develop and maintain working relationships with the DC Commission on Arts and Humanities and other grant-makers.
- Create and implement plans for fundraising campaigns aimed at individual and business donors..

#### **Qualifications:**

- At least 5 years of experience in a nonprofit management or leadership position, preferably with an art school or arts organization;
- Substantial experience in fundraising, development and grant writing
- Experience with and knowledge of business administration and financial operations;
- Experience supervising staff in a nonprofit environment;

- Strong organizational, team-building and interpersonal skills;
- Excellent speaking and writing skills;
- Strong technology and computer skills; experience with QuickBooks preferred;
- Agility in responding to change, and ability to anticipate, analyze, diagnose and resolve problems;
- Ability to interact with all stakeholders in an arts education environment, including board members, staff, faculty, students, volunteers, donors, vendors, contractors, grantors and funders, community leaders and representatives;
- Education equivalent to at least an undergraduate degree from an accredited college or university;
- References that will confirm the above qualifications.

#### ABOUT THE WASHINGTON STUDIO SCHOOL

Founded in 1985, WSS offers classes and workshops for adults in drawing, painting, printmaking and sculpture. WSS teaches skills of observation, critical analysis and material technique in an engaging and dynamic environment that supports studio-based art. Complementing three 10-week terms and an abbreviated summer term are a popular summer teen intensive course, certificate programs for beginning and experienced artists, and events, shows and lectures open to the public featuring visiting artists and WSS faculty. WSS also offers limited atelier space to artists who have studied at the School.

Not sure you meet 100% of our qualifications? Many of the job duties and desired skills are learnable on the job. If you believe you could excel in this role, we encourage you to apply.

We will consider a broad range of candidates—diverse in backgrounds, education, workplace, and experience. Please use your cover letter to tell us what you hope to bring to this role.

WSS is an equal opportunity employer and has a commitment to inclusion, diversity, equity, and accessibility, and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability, or national origin.

Salary: \$65,000-\$70,000

Benefits: Vacation days, sick days, and others negotiable.

Other information: The person hired for this position must be fully vaccinated for COVID-19 (including booster shots, upon eligibility).

Please send applications and inquiries to [board@washingtonstudioschool.org](mailto:board@washingtonstudioschool.org).