



RiverArts Seeking Part Time Managing Director

RiverArts, an organization that promotes creativity in Westchester communities along the lower Hudson River, is seeking a part-time (30 hours/week) Managing Director to join the storied 57 year-old organization. The Managing Director will be responsible for leading all administrative aspects of the organization and partner with our Artistic Director to advance the organization's artistic and administrative goals and ensure alignment with RiverArts mission and vision.

Primary areas of responsibility include:

Strategy- Lead the strategic process and implementation of the strategic plan goals, objectives and tactics.

Operations- Responsible for managing RiverArts' legal, financial, human resource and administration functions.

Marketing and Communications- Responsible for managing all aspects of marketing and communications and be the main point of contact with the public.

Accounting / Finance- Manage all accounting and finance operations which includes budgeting, accounts payable and receivable for employees, contractors, vendors and donors.

Board Governance- Assist the Board of Directors in meeting their basic responsibilities as stewards of the organization.

Fundraising and Grants- Work closely with the Board Fundraising Committee to develop and execute a fundraising plan to sustain current donors and increase and diversify revenues from individual memberships, businesses, foundations and government agencies.

Programs and Events- Ensure the smooth operations of all events, camps, and educational programs by providing administrative support to Artistic director, program directors, and event producers.

See riverarts.org/ManagingDir for full Job Description

Qualifications

- 5 years proven leadership experience in nonprofit organizations.
- Demonstrated experience fundraising from individuals, foundations, corporations and government.
- Superior written and oral communication skills
- Demonstrated management skills, including project management, supervising staff and volunteers, creating and managing budgets.
- Understands and values equity and diversity as organizational operating principles
- Strong strategic thinking, problem solving and implementation skills

Salary

\$35,000-\$40,000 depending upon experience
30 hrs/week, part time, non-exempt position

Application Instructions

Email cover letter expressing interest and resume to managingdir@riverarts.org.
Submission deadline: February 16

RiverArts
PO Box 60
414 Warburton Ave
Hastings-on-Hudson,
NY 10706

riverarts.org
info@riverarts.org
914.412.5120

Advisory Board

Jane Alexander
Carrie Barron, MD
Eileen Fisher
Mark Morganelli
Maxine Sherman

Steering Committee

Jill Garland
President
Ariella Gastel
Vice President
Alex Navarrete
Treasurer
Emily Zuckerman
Secretary
Marie-Louise Miller

Board Members

Gabrielle Burger
Kit Demirdelen
Jeff Dietz
Julie Levine
Kristin Madden
Graham Nalle
Lauren Orkus
Joanna Riesman
Jennifer Smith
Adnan Yunus

Executive Director

Doug Coe