

CALA ALLIANCE

Job Type: Full-time

Salary Range: \$55,000 - \$60,000, commensurate with experience

Benefits: Health and other benefits available

Languages: Bilingual in English & Spanish

Executive Director

Position Summary

Reporting directly to the CALA Board of Directors, the Executive Director is responsible for leading a multidisciplinary Latinx arts organization that engages diverse audiences in experiencing and learning about Latinx and Latin American arts and culture. The ideal candidate is a creative leader and thoughtful practitioner with a proven track record of nonprofit management, fundraising, team management, and collaboration with artist communities.

Job Responsibilities

Leadership and Management

- Maintain an organizational culture that attracts, retains, and develops a strong staff and board; foster an environment that embraces collaboration, innovation, equity, and accountability
- Nurture productive collaborations with local, regional, national and international Latinx and Latin American artists and arts organizations
- In partnership with the board, lead the implementation of the current strategic plan (2019-2021), and the development of a new three-year plan (2022-2025)
- Ensure that CALA programs and activities reflect its mission and values; develop program goals and objectives in partnership with the board, curatorial advisors, and other relevant stakeholders
- Ensure that day-to-day operations are conducted with professionalism and efficiency
- With the board chair and committee chairs, coordinate the efforts of regular and ad hoc committees; develop meeting agendas, schedules, retreats, and other activities; ensure that committees achieve objectives; encourage board members' involvement in CALA activities
- Assist the board in identifying and recruiting new partners and affiliates whose talents, backgrounds, and interests are aligned with the needs and mission of CALA

Programs, Partnerships and Communications

- Coordinate and oversee the planning and execution of CALA programs and events, maintaining excellence, relevancy, and alignment with organizational mission
- Cultivate the development and presentation of artist-led projects
- In collaboration with board, curatorial advisors, program team, and community partners, develop new programs and initiatives
- Develop and maintain relationships with key arts and culture partners in Arizona, Mexico, and Latin America
- Lead program team and ensure proper training, expectations, supervision, and feedback

CALA ALLIANCE

- Lead program evaluation efforts, ensuring that data inform program design, standards of quality, and strategies for improvement
- Create opportunities to strengthen and promote the role of Latinx artists in central Arizona; be a public advocate for Phoenix and Arizona Latinx artists
- Maintain positive relationships with board, university partners, funders, government agencies and key stakeholders
- Manage effective branding, communications, and media coverage to promote CALA as a recognized leader in the arts and culture field
- Deepen understanding of CALA audiences and the ways in which they connect and engage with the organization

Fundraising and Finance

- Lead the development and implementation of the annual fundraising plan; with board and staff/consultants, implement fundraising strategy that drives existing and additional sources of earned and contributed revenue
- Cultivate and expand relationships with foundation, corporate, government and individual funders
- Write and submit grant proposals; manage and report on existing grant awards; cultivate national sources of funding, including federal grants and national foundations
- Expand revenue generating and fundraising activities to support and grow operations
- Oversee planning and execution of annual fundraising event, *Sabor*, and donor-related events
- Maintain organization's fiscal health; foster an atmosphere of transparency and accountability in financial performance
- Work closely with board and finance staff to develop the annual budget, and ensure it adequately supports program and fundraising goals
- Exercise oversight of other financial matters, e.g., monthly financial statements, payroll processing, grant reporting, vendor payments

Qualifications

- Bachelor's degree in arts or cultural discipline, arts administration, nonprofit administration, education, liberal arts or related discipline; Master's degree preferred
- At least 5 years of experience working in the arts and culture sector
- At least 1 year of nonprofit or program management experience
- OR any combination of education and experience that has resulted in comparable knowledge and skills
- Demonstrated experience in nonprofit arts management, including supervisory and team-building experience
- Demonstrated experience in fundraising, including grant writing
- Exemplary verbal, written, and interpersonal communications skills

CALA ALLIANCE

- Exemplary organizational skills, and the ability to prioritize and manage projects with multiple stakeholders
- Exemplary listening and creative problem-solving skills
- Ability to work collaboratively and in intercultural contexts with generosity, integrity and sensitivity.
- Proven ability to prioritize ethical engagement with artists and culture workers
- Experience with MacOS, Microsoft Office and online productivity systems

Knowledge

- Nonprofit management
- Latinx, indigenous and Latin American contemporary art practices
- Arizona Latinx artists networks
- Funding landscape of culturally-specific organizations
- Equity in the arts

Job Location and Compensation

This is a full-time salaried position that offers health and other benefits. Compensation is based on experience and qualifications.

About Us

CALA Alliance (Celebración Artística de las Américas) is a multidisciplinary Latinx arts organization based in Phoenix that collaborates with artists and arts organizations to connect Arizona, Mexico and Latin America. It advances its mission through innovative public programming, artist commissions, international residencies, and cultural exchanges that reimagine Arizona's place in the Americas. CALA achieves its mission through the following programs:

- **Crossfade Lab:** An award-winning series that presents thought-provoking conversations and performances with internationally known Latinx and Latin American artists from Arizona, the U.S., and Latin America.
- **GDL>>PHX Residencias Artísticas:** An artist residency and cultural exchange program that offers fully-sponsored residencies to artists from Guadalajara to travel and work in Phoenix, and to Latinx artists from Phoenix to travel and work in Guadalajara.
- **Artist Residencies:** CALA organizes residencies with local, national and international artists, who develop site-specific projects in collaboration with Arizona artists.
- **Youth Programs:** CALA offers in-school residencies with Phoenix Latinx teaching artists for elementary and high school students.

How to Apply: Please e-mail cover letter and resume to Ruben Alvarez, CALA Alliance Chairman of the Board at ra@ma-firm.com.