



Posted: April 1, 2016

### Job Description: Co-Director

Emerging Arts Professionals San Francisco/Bay Area (EAP/SFBA) is a network focused on empowerment, leadership, and the growth of next generation arts and culture workers in the San Francisco Bay Area through knowledge sharing, learning opportunities, and partnerships. By supporting today's emerging models and mindsets, EAP/SFBA will generate a path for individuals' meaningful and sustainable work, and stimulate a vibrant, integrated, and evolving arts and culture sector.

**Position Summary:** The Co-Director will be part of a newly created pair of high level positions for EAP/SFBA. The Co-Directors will work in collaboration to manage, direct, and grow the programs and network. They will be responsible for day-to-day and long term strategic administrative and programmatic management. Guidance will be provided by the 2014 Strategic Directions Framework and process recommendations from the 2015 Organization Assessment and the Advisory Board and volunteers. The Co-Directors will select programs to lead individually in order to streamline program execution. Programs include the Fellowship, MADE mini grants, and Emergence. We anticipate producing additional professional development workshops and developing other advocacy/thought leadership opportunities.

### Organization Direction:

- Review our [Strategic Directions Framework](#) for details about our values, goals, and intentions for the next three years.
- Review the new organization structure chart [here](#).

### Responsibilities:

- Manage and execute programming in partnership with fellow Co-Director
- Fundraise in partnership with fellow Co-Director and/or Advisory Committee
- Recruit members to the Program Committee, Advisory Board, Working Group, and general volunteers
- Represent EAP/SFBA in partnership with fellow Co-Director at internal meetings, as well as at public speaking engagements and relevant functions
- Manage Volunteers, including Fellows and Network members
- Be a liaison to Advisory Board and Advisory Committee in partnership with fellow Co-Director
- Execute administrative and operations tasks for EAP/SFBA, including events/meetings, both in partnership with fellow Co-Director and independently
- Align program and resource decisions to the strategic directions framework and other guiding documents

### Qualities:

- Extensive experience and success with volunteer engagement and program development
- Values play and experimentation; highly creative
- Demonstrated experience in non-traditional organizational models and fund development
- Values collaboration; flexible leadership style
- Extensive experience with leadership development and co-facilitation
- Ability to inspire participation in others
- Management experience (managing staff and volunteers)

**Hours and Compensation:** This position is budgeted in FY2016 for 30hours/week at an annual salary of \$36,000. This is an independent contractor position; an additional stipend to help defray health insurance costs will be available beginning July 1, 2016. Specific working hours are flexible, with the exception of previously scheduled meetings and events. The Co-Directors will also have access to a pool of professional development funds.

**Timeline and Process:** To indicate interest, please submit a resume, 3 references, and cover letter to the EAP/SFBA Search Committee, [jobs@emergingsf.org](mailto:jobs@emergingsf.org), no later than May 1, 2016, applications will be reviewed upon receipt. Interviews will be conducted in May. The Committee plans to hire a new Co-Director and initiate the organizational transition in May/June.

**Please include a response to the following questions in your cover letter:**

1. What excites you about EAP/SFBA?
2. What is your leadership style?
3. How would you bring your past experiences and connections to this position?
4. How will your practice grow in this role?

EAP/SFBA is an equal opportunity employer: people of color, women, immigrants, LGBTQ, and people with disabilities are encouraged to apply! Diverse viewpoints are vital to our organization's mission and culture.