

## Executive Director – The Baum School of Art

The Baum School of Art, located in Allentown, PA, seeks an experienced, full-time Executive Director. Founded in 1926 by Walter Baum, the Baum School has an annual operating budget of over one million dollars and a staff of 40. Learn more about us at [www.baumschool.org](http://www.baumschool.org).

The Baum School of Art is a community school dedicated to providing instruction, guidance, and encouragement for children, adults, and those who wish to pursue college level studies to reach their highest level of technical, physical, spiritual, creative, and emotional potential through the study of the visual arts. The School values the diversity of its population, including, but not limited to, gender, creed, social status or race. This mission is deeply rooted in service to the community.

The Executive Director is the Chief Executive Officer of the Baum School, directing and overseeing all functions of the organization in accordance with policies established with the Board of Directors. The ideal candidate will have a BA/BS or advanced degree, preferably in a visual arts related field; 6+ years of demonstrated success in management of a community-based non-profit organization or equivalent experience; and knowledge and experience with art education programs in an urban environment.

The successful candidate should:

- be an effective leader of the organization. This person must be able to provide leadership and support to the clients, staff, and a culturally diverse community and be the spokesperson for the school;
- bring a wealth of knowledge and understanding of the teaching of art on many levels;
- have demonstrated experience in fundraising for non-profits, with a focus on individual and corporate donors and obtaining grants from foundations;
- encourage open communication, foster new ideas and programs, and establish partnerships to maintain and expand the organization's leading position as a community art school;
- recruit, mentor, and manage talented staff and faculty, and facilitate positive and appropriate relations with Board, staff, faculty, and community;
- manage the financial, administrative and operational functions of the organization;
- manage other projects and responsibilities as determined by the Board.

This is a full time position with benefits. Qualified applicants, in order to be considered, please forward your cover letter with current salary or salary expectations and your resume in complete confidence to [careers@baumschool.org](mailto:careers@baumschool.org) by March 15, 2010. Resumes will be reviewed as received. The Baum School of Art is an equal opportunity, affirmative action employer dedicated to diversity and the strength it brings to the workplace - M/F/D/V. All resumes will be kept in complete confidence.