



morgan art of papermaking conservatory & educational foundation

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

Title: Executive Director
Job Status: Full time; exempt
Reports to: Board of Directors

Position Summary

The Morgan Art of Papermaking Conservatory and Educational Foundation (The Morgan) is a non-profit art center dedicated to the preservation of hand papermaking and the art of the book. Located in Cleveland, Ohio, and housed in a 15,000 square foot renovated facility, The Morgan is a working studio, gallery, educational hub and gathering place for the community. Its primary programs include workshops for professional and emerging artists, internships for post-secondary students, artist-in-residence opportunities, custom workshops for K-12 students, gallery exhibitions for the general public, a unique Kozo garden in which fiber is grown for specialized papers, and a gift shop where artists sell handmade paper.

The Executive Director (ED) serves as the chief executive of The Morgan. The ED reports to the Board of Directors and works collaboratively with the Founding Director to build upon The Morgan's vision and significant accomplishments. The ED is responsible for all aspects of operations including fundraising, marketing and public relations, community relations, programming, human resources, and facilities and financial management. Working closely with a 12-member Board of Directors and supervising a staff of 7, the ED brings visionary leadership, strategic thinking, sound management skills and a deep interest in the art of papermaking to The Morgan.

Key Responsibilities

Organizational Leadership – The Executive Director serves as the public face of The Morgan, oversees all programs, and provides direction for all strategic and operational initiatives.

The ED:

- Creates and communicates a clear strategy for broadening and achieving The Morgan's mission. Articulates the vision and mission on a local, regional and national level.
- Provides leadership and support for initiatives that advance The Morgan's strategic plan and create a more widely recognized, inclusive and community-minded presence.
- Serves as chief liaison between the staff and Board of Directors.

- Hires, supervises and evaluates staff, fostering a collaborative environment that encourages team work, creative problem-solving, personal accountability and professional development.
- Provides strong staff support for the Board of Directors and its committees to help them achieve strategic and annual goals.
- Serves as principal advisor to the Board of Directors in the selection, evaluation and orientation of new Board members.
- Leads evaluation efforts for all programmatic and operational initiatives; incorporates evaluation outcomes into plans for future initiatives.

Fundraising – Working closely with the Board, the ED oversees the design and implementation of all fundraising programs (major gifts, annual giving, membership, planned giving, foundation and government grants, and special events) to achieve stated income goals. The ED:

- Supervises the Development Coordinator in creating and executing an annual fundraising plan that includes direct mail, email, grant proposals, major gift solicitations, cultivation and stewardship activities, and special events.
- Works closely with the Development Coordinator and the Board’s Development Committee on all donor engagement, solicitation and stewardship programs.
- Cultivates and sustains close relationships with individual and institutional donors.
- Oversees preparation of all grant proposals, reports and fundraising collateral.
- Identifies, researches and cultivates new donors and funding opportunities.
- Oversees administrative protocols that support development efforts.

Marketing and Community Relations – The Executive Director oversees the creation of all marketing, public relations and community engagement activities to heighten The Morgan’s public visibility, expand participation, connect with more diverse communities and realize annual participation and earned income goals. The ED:

- Supervises the Communications and Marketing Coordinator in developing and implementing a robust marketing/public relations/communications annual plan that includes direct mail, online communications, media relations, social media, advertising and community relations.
- Builds collaborative strategic alliances with diverse arts and community organizations.
- Promotes The Morgan’s leadership role in the field while fostering a supportive, collegial atmosphere among partner organizations.

Financial and Facilities Management – Working with the Treasurer and key board leadership, the Executive Director ensures that The Morgan’s fiscal affairs and maintenance needs are managed in a timely and accurate fashion and in accordance with Board-approved policies.

The ED:

- Creates the annual operating budget; manages income and expenses against budget to ensure financial goals are realized.
- Identifies, assesses and recommends new revenue streams to strategically grow earned and contributed income.
- Establishes and implements policies, protocols and deadlines for timely delivery of operating financial statements, endowment reports, the IRS form 990, and 1099s.
- Maintains a high standard of financial management and reporting; oversees execution of daily and weekly bookkeeping tasks; manages payroll functions and accounts receivables/payables.
- Hires, coordinates and oversees contractors to provide maintenance and repairs for a 15,000 square foot facility.
- Ensures operations of The Morgan are in compliance with City, State and Federal regulations.

Qualifications

Skills and Experience:

- Minimum 5 years leadership experience in the non-profit or for-profit sector
- Proven success in fundraising
- Success in marketing, public relations and community engagement
- Demonstrated success in strategic planning and implementation
- Excellent written, oral and public speaking skills
- Experience working with a non-profit board as a staff member or a board member
- Recognized as an effective leader that inspires staff
- Strong financial management skills, including budgeting, analyzing financial reports and managing restricted funds
- Excellent computer skills; knowledge of Microsoft Office Suite, Google Suite, QuickBooks, and CRM database management

Personal Characteristics:

- Appreciation for the arts and sensitivity to the culture of The Morgan
- Commitment to building diversity and inclusion in an organization
- Entrepreneurial; creative self-starter with the highest degree of personal integrity

- Strong collaborator and communicator; able to work compassionately with a broad range of people to develop individual and organizational relationships
- Comfortable with ambiguity; flexible and adaptable
- Able to prioritize, delegate and work calmly under pressure
- Able to make and diplomatically communicate hard decisions
- Sense of humor

Education:

- Bachelor's degree required, with master's degree or relevant experience in a related field preferred

Compensation

Compensation package includes salary commensurate with experience, health insurance and paid vacation.

To apply

Email cover letter and resumé to: Jobs@morganconservatory.org

- Direct to Morgan Conservatory Search Committee.
- Cover letter should include a description of a significant recent accomplishment and an example of leadership skills.

No phone calls, please.

Application deadline: March 15 or until filled.

The Morgan Art of Papermaking Conservatory and Educational Foundation
is an Equal Opportunity Employer.