



NORTHVILLE ART HOUSE, INC.  
215 W. CADY, NORTHVILLE, MICHIGAN

The Northville Art House, Inc. has an immediate opening for the Executive Director position (ED).

### **About the Northville Art House**

The Northville Art House is a non-profit organization whose mission is to cultivate the Arts through creative experiences and educational programs in the community. Founded in March 2005, it is a gathering place where artists and the community come together to learn, share ideas, and enjoy creative experiences such as arts and cultural events, exhibitions, classes, lectures, concerts, and other social events. These creative experiences have attracted more than 20,000 artists and community patrons, presented about 2,500 works of art, and promoted over 400 artists from around the world. Its educational programs have reached more than 650 children, teens, and adults in over 200 class and community-partnership settings.

The building was erected in 1963 for the local Boy Scouts organization. Although currently the building is owned by the City of Northville, the Art House is responsible for the upkeep and maintenance and relies on community support and activities to maintain the building and grounds, sustain the organization, and fulfill its mission.

The passion and hard work of volunteers and community supporters over the years have created a “small town gem with big time aspirations”, according to *The ‘Ville*, a local publication. Several years ago, the Detroit Metro Conventions and Visitors Bureau stated that “This funky little house in downtown Northville is making a big impact on the region’s art scene.”

The Northville Art House, Inc. is led by a Board of Directors consisting of business and community leaders and serves as the governing body, working collaboratively with Art House staff.

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### **Executive Director Position Overview**

Reporting to the Board of Directors, with specific job oversight by the Executive Board, the ED will have overall strategic and organizational responsibility for Art House staff, activities, and execution of its mission as well as management of a 60-year-old building and grounds. This person should be a responsible leader and manager, an effective communicator and ambassador, and have knowledge of effective business plans and building operations. Primary responsibilities

will be to manage the Art House finances and secure its future through on-going strategic direction and fund development through increased sponsorships, donors, grant opportunities and community outreach, while creating a positive, productive, and inclusive work environment. It would be beneficial to have an interest in the arts and have an ability to engage with tradition but also build on it in creative and innovative ways. Position is a full-time salaried position (40 hours), primarily during the week, with occasional weekend events. No relocation costs are covered for this in-person position.

## **Primary Responsibilities**

### ***Fundraising and Finance***

- Work with the Board and staff to develop and monitor the organization's annual budget
- Extend and develop revenue streams by working with the Board and staff to identify, cultivate and solicit new donors, build the membership base, and expand local revenue and fundraising activities.
- Seek out and solicit major grants, gifts, and sponsorships for the organization.
- Provide overall oversight and administration of all financial processes and functions in partnership with the Board, staff, and external accounting sources as appropriate.
- Exercise final spending authority over all budget items approved by the Board.

### ***Leadership, Management and Strategic Planning***

- Serve as the chief representative of the Art House.
- Provide effective leadership to staff to ensure that all organizational goals are successfully met.
- Ensure program excellence and consistent quality of finance and administration, fundraising, communications, and systems.
- Ensure effective systems to track progress. Regularly evaluate program components to measure successes that can be communicated to supporters and other constituents.
- Partner with Board and staff to identify, communicate and implement strategic direction for ongoing and future activities and goals.
- Manage Art House employees. Provide feedback on an employee's performance, help to develop an employee's skills where needed, address performance problems, facilitate regular staff meetings, payroll implementation, goal setting, and hiring, training and developing new employees as needed to meet organizational needs.
- Identify priorities for ongoing maintenance and enhancements that benefit the members and the community.

### ***Communications and Advocacy***

- Serve as the chief representative in the funding community, the media and other important constituencies.

- Develop relationships with members, artists, business leaders, and other key stakeholders in the arts and cultural communities to advance the reputation, impact and relevance of the Art House in the greater metropolitan area.

## **Qualifications**

The Executive Director is guided by the mission of the Art House. Candidates should have leadership qualities, as well as experience in fundraising, relationship and organizational management, business planning and financial management. Non-profit experience is preferred as is grant writing capabilities. A willingness to pursue such training is acceptable. Ideally, a knowledge of and networks within the Detroit metropolitan arts community is helpful. This is a full-time salaried position with some weekend and evening work required. Salary is commensurate with experience and budget approval.

## **Limitations and Disclaimer**

The Art House is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.