



morgan art of papermaking
conservatory & educational foundation

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

Title: Executive Director
Job Status: Full time; exempt
Reports to: Board of Directors
Application Deadline: September 30, 2022, or until filled

Position Summary

The Morgan Art of Papermaking Conservatory and Educational Foundation (the Morgan) is a non-profit art center dedicated to preservation and innovation in 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 residencies, custom workshops for K-12 students, gallery exhibitions, a kozo garden to grow fiber for specialized papers, an Art Lab, an Open Studio, and a store.

The Morgan was founded in 2008 by Tom Balbo, a nationally recognized papermaker and book artist. As Balbo transitions into a new role as Founder & Papermaker Emeritus, the Morgan is seeking an Executive Director to provide inspiring artistic, strategic, and operational leadership.

Reporting to the Board of Directors, the Executive Director is the chief executive of the Morgan, supervising a staff of seven and managing a \$400,000 annual budget. The Executive Director is responsible for all aspects of operations as well as the development of strategic vision reflecting the mission.

The Morgan seeks someone who will be a strategic and visionary leader with an appreciation for the arts, open to new ideas, thinking, perspectives, and experiences, with the ability to serve as an influential thought leader in weaving these concepts directly into the work of the Morgan. Key strengths will be skills in relationship building, experience and demonstrable success in fundraising for nonprofit organizations, and a strong desire to positively impact the evolution and possibilities uniquely tied to the Morgan's mission.

Key Responsibilities

Organizational Leadership

- Serve as the Morgan's principal spokesperson and advocate in the community, within philanthropic circles, and in the media focusing on local, regional, national, and international outlets.
- Consult and work harmoniously with the board, staff, community leaders, and donors to achieve current strategic goals and define a vision and goals for the future.
- Serve as the primary liaison between the staff and Board of Directors.
- Supervise and support the success and growth of staff, including recruiting/hiring, professional development, annual appraisals, and team-building activities.

Fundraising

- Work with the Board of Directors and staff to create and execute an annual fundraising plan to secure significant funds from individuals, foundations, government agencies, and special events.
- Redesign and oversee implementation of the membership program to expand the membership base.
- Design and execute donor engagement and recognition programs to cultivate and steward strong relationships with individual and institutional funders.
- Identify and research new funding opportunities; create and implement cultivation strategies for potential individual and institutional donors.

Artistic Programming

- Work with the program managers to oversee and expand the Morgan's programming, including the artist-in-residence program, workshops, kozo garden, paper studio, paper production, Art Lab, Open Studio, and gallery exhibitions.
- Develop contacts and strengthen relationships with national and international paper, bookmaking, and other arts organizations.

Fiscal and Facilities Management

- Develop appropriate annual and long-term financial objectives. Lead the Morgan in consistently achieving these objectives, maintaining balanced operating budgets, and strategically growing earned and contributed income.
- Work with staff to prepare and monitor annual budgets with set income and expense goals, ensuring accountability for all revenue and expense items.
- Ensure compliance with all applicable legal, fiduciary, and regulatory requirements.

- Work closely with the Treasurer to maintain high financial management standards and assure the timely delivery of financial statements, endowment reports, and mandated tax filings.
- Oversee maintenance of the Morgan's physical plant, equipment, inventory, and fixed assets. Develop procedures, safety protocols and operational practices for all programming, administrative,
- and maintenance functions.

Board Relations

- Engage the Board of Directors in realizing the strategic vision for the Morgan's future.
- Communicate, inform, and guide the board in the assessment of policies, procedures, challenges and opportunities that will sustain and improve operations.
- Work with the board to identify, recruit and on-board new board members to diversify the board and expand board expertise in identified skill sets.
- Along with the board chair, structure participatory board meetings and encourage the active involvement of all members.

Marketing and Community Relations

- Develop and oversee implementation of a robust marketing/public relations/communications annual plan that includes direct mail, online communications, media relations, social media, advertising and community relations.
- Establish benchmarks to move the Morgan into a leadership role within the arts and nonprofit communities in the Hough/Midtown area and greater Cleveland that will support neighborhood integration, outreach, and education.
- Build collaborative strategic alliances to advance the Morgan's mission, including partnerships with diverse community and arts groups.
- Promote the Morgan's mission and leadership role in the field while fostering a supportive, collegial atmosphere among partner organizations.

Qualifications

Skills and Experience:

- Significant leadership experience (preferably 5+ years) in the non-profit or for-profit sector
- Recognized as an effective leader who inspires and supports staff
- Proven success in fundraising
- Success in marketing, public relations and community engagement
- Demonstrated success in strategic planning and implementation

- Strong financial management skills, including budgeting, analyzing financial reports and managing restricted funds
- Excellent written, oral and public speaking skills
- Experience working with a non-profit board as a staff member or a board member
- Excellent computer skills

Personal Characteristics:

- Appreciation for the arts and sensitivity to the culture of the Morgan
- Commitment to building diversity and inclusion within an organization
- Creative self-starter with the highest degree of personal integrity
- Strong collaborator and communicator
- 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 includes salary commensurate with experience, health insurance and PTO.

To apply

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

- Address 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.

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