



## **O'Hanlon Center for the Arts: Co Director of Operations Job Description**

O'Hanlon Center for the Arts is seeking an energetic, dynamic, creative Co-Director who will continue the ongoing development and implementation of our mission and strategic plan, helping us grow as one of the top cultural organizations in Marin County. The Co-Director of Operations along with the Co-Director of Programs and Outreach will be the “face” of our organization and must be able to welcome with an open heart and mind a variety of personalities including community leaders, board, artists, media, neighbors, visitors, volunteers, donors, grantors and other non-profit groups and organizations. The Co-Director must be a team player and also do well initiating and completing projects independently as needed.

The Co-Director of Operations has overall responsibility for operational, financial, fundraising and art exhibitions. Working closely with the Co-Director of Programs and Outreach, the Co-Director of Operations will assist on programming and marketing efforts. The Co-Director works closely with various committees to help OHCA run smoothly, involving the active community in the Center within the guidelines of the committee descriptions and bylaws. Working in collaboration with the Board of Directors, and the Co-Director of Programming & Outreach, the Co-Director of Operations will ensure OHCA adheres to its mission and that strategic plans are effectively implemented.

### **Major Duties and Responsibilities:**

- Ensure on-going maintenance of financial reporting, budgeting, financial planning, invoicing, purchasing, data entry, website updates, and communications.
- Ensure on-going programmatic excellence working with the Co-Director of Programming and Outreach in our full schedule of gallery exhibitions and educational arts programs, with rigorous program evaluation and recommendations, based on strategic goals.

- Effectively work as a team with staff and supervise and collaborate with volunteers to ensure consistent quality of operations, calendar of exhibitions, receptions and education programming, finance administration, communications and fundraising.
- Help plan and support in the execution of fundraising and community outreach events with attention to the development and management of timelines and budgets.
- Actively engage and energize OHCA volunteers, exhibition jurors, board members, committee chairs, partnering organizations, and donors in programming activities.
- Assist in the development and execution of individual giving and corporate sponsorship campaigns.
- Support and help maintain a strong Board of Directors, and seek and build board involvement with strategic direction for both ongoing and long-term operational goals.

**Requirements include:**

- A bachelor's degree plus a minimum of 5 years of progressively responsible senior management experience.
- Interest in art and alignment with the mission and vision of OHCA.
- A proven track record of success working with non-profit boards.
- Leadership skills including the ability to empower, engage, and motivate staff, volunteers, and the Board.
- Strong interpersonal skills to work effectively with a diverse membership of artists and patrons.
- Experience in engaging with internal and external communities served by the organization including current partners, galleries, and local philanthropic organizations.
- Strategic planning, project management, and operations experience.
- Excellent oral and written communication skills, and a demonstrated ability to identify and creatively solve problems.
- Demonstrated success in running an organization, including grant writing, financial management, governance, staff development and supervision.
- Demonstrated competence with social media/ social networking and other marketing tactics necessary for the implementation of a marketing plan.
- Nonprofit leadership experience and /or experience in an arts organization is preferred, though not required.
- Proficiency in the Microsoft Office Suite, Wordpress, Quickbooks and database management. Must be Mac proficient and be comfortable troubleshooting technical issues as they arise.

## **Additional Information**

Position requires some evening and weekend hours, a few times/month.

Contracted Hours: 32 hrs/week (.8 FTE)

Priority will be given to applications submitted by August 19, 2019; however additional applications may be considered until the position is filled.

## **Application Requirements:**

Submit an email or letter of interest describing your background, pertinent skills and why you believe you would be a successful candidate for the position. Include a resume of your education and work experience and provide a personal email and phone number where we can contact you.

**(No phone calls please.)**

### **Send your application to:**

Naomi Tamura/ Board President/  
O'Hanlon Center for the Arts  
616 Throckmorton Ave  
Mill Valley, CA 94941

**or via Email:** [jobs@ohanloncenter.org](mailto:jobs@ohanloncenter.org)

**Subject Line:** Job Opening for Co-Director

## **About O'Hanlon Center for the Arts**

O'Hanlon Center for the Arts is a unique, community-focused, nonprofit art center located on two acres at the base of Marin County's Mount Tamalpais. From our rich 50 year history to our beautiful setting, O'Hanlon has much in common with other California artists' colonies founded in the early and mid 20th century as we honor the cultural legacy of Ann and Dick O'Hanlon, our founders.

Our mission is to provide an environment and spaces where creativity and community can develop, expand and flourish. We strive to give back in new and innovative ways to the artists, art lovers, writers, and performers who inspire and support us.

**OHCA Core Values:**

We honor each individual's creative exploration, encourage artistic practice, and offer the freedom to begin, discover, express, and reflect.

**Our Goals Include:**

- Addressing the planning and use of technology at OHCA
- Addressing the many physical needs of our aging facilities
- Providing programming that engages the creative community in the Bay Area
- Strengthening our own membership and volunteer involvement
- Maintaining fiscal solvency
- Continuing to engage the greater creative community through art advocacy and partnerships

**Committees:**

Finance, Facilities, Programs, Exhibition, Membership, Fundraising and Landscape.

For more information visit [ohanloncenter.org](http://ohanloncenter.org)