

Senior Director For Programs

Harris Rand Lusk

New York, NY

Program Director

Full-time

Onsite

\$125,000 - \$150,000 a year

Posted on January 27, 2024

Organization Statement

Studio Institute is a nationally focused nonprofit organization whose mission is to replicate across the country the successful program models of Studio in a School, the highly renowned nonprofit bringing professional artists into NYC classrooms to teach visual arts. Established in 2017, Studio Institute has successfully launched programs in Cleveland, Boston, Philadelphia, Chicago, Baltimore, Memphis, Providence and more, connecting and supporting students in those communities with arts internships, as well as investing in school-based programs.

Job Description

Studio Institute is seeking an agile and dedicated leader and experienced program operations professional to become its Senior Director for Programs. Reporting directly to the President, the Senior Director contributes to the success of Studio Institute's work by developing, managing, and supporting the systems that ensure operational integration of the multiple strands of work across program, communications, and operations. They will supervise program staff and play a strategic role in building the organization as it expands its presence in the US through its work of replicating program elements from Studio in a School into other communities. Candidates should be adept in fast-paced environments, be knowledgeable of and responsive to funder requirements, be a skilled and clear writer, be organized, and have the integrity, diplomacy, and emotional intelligence required to effectively lead and manage a passionate and driven staff.

The Senior Director must have exceptional interpersonal, project management, and problem-solving skills that will enable them to effectively support the members of Studio Institute's team. In addition, they will have a demonstrated capacity to build relationships with both internal and external partners and stakeholders. They will be an integral part of an environment where

progress and success are both recognized and built upon.

It is critical that the Senior Director be capable of integrating smoothly into the senior management, fitting into the organization's culture. They will provide counsel and support to the President and the staff on all program matters and reports for the Board, as well as work on various strategic initiatives. Excellent negotiation and communication skills are critical. They must be able to work closely with the staff to promote an open, inclusive environment that emphasizes cooperation and teamwork with a minimum of ego. In addition, they will be bright, diplomatic, analytical, of the highest integrity, and possess sound judgment as well as a sense of humor.

Responsibilities

Specific Responsibilities include:

- Lead program managers on all matters of program administration
- In collaboration with the President, hire and supervise full and part time staff as well as consultants
- Develop and track contracts and deliverables, including ensuring that staff reports are timely and provide sufficient details, stories, data, and other metrics to communicate Studio Institutes work
- Be focused on outcomes and results, understanding what resources are needed to reach quarterly/annual targets with the ability to create plans to overcome challenges and setbacks; monitor long and short-term goals
- Develop budgets and oversee expenses
- Oversee contracting with organizations, artists, and agencies
- Strengthen partnerships with organizations, schools, and government agencies
- Act as interim manager when there are manager vacancies
- Serve as lead for professional learning opportunities
- Oversee the collection of program assessments and statistics and analyze program data
- Coordinate staff reports and development submissions

Qualifications

- At least 10-15 years of professional experience and 5-10 years in senior leadership roles.
- Demonstrated experience managing growing organizations.

- Superior organizational, budgeting and project management skills.
- Exceptional communication and writing skills and excellent project management skills with an understanding of organizational development and change management.
- Ability to multi-task in a fast-paced and dynamic workplace.
- Track record of establishing and maintaining relationships with senior management at other nonprofit organizations.
- Bachelor's and master's degree preferred, but exceptional candidates without an advanced degree will be considered.
- Knowledge of and experience with nonprofit financial management, in either a staff or board capacity.
- A self-starter who takes the initiative and works independently.
- Comfort and demonstrated ability to speak effectively on behalf of Studio Institute in public
- Experience working with artists, cultural organizations, and school staff.
- Strong interpersonal and cultural competency skills.
- Accountability and responsiveness to colleagues and partners.
- Strong ability to multi-task and meet deadlines.
- Attention to detailed reporting with the ability to set and meet defined goals.
- Must have a head for technology and have proficiency in using technology platforms including MS Office (Excel, Word, PowerPoint), and digital communication platforms (MS Teams, Zoom, Google Meets).

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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

The Studio Institute has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Anne McCarthy or

Sabrina Stoker

Harris Rand Lusk

260 Madison Avenue, 15th Floor

New York, NY 10016

amccarthy@harrisrand.com

sstoker@harrisrand.com

Please put "Studio Institute Senior Director" in the subject line of your e-mailed application.

Additional Information

Studio Institute is an Equal Opportunity Employer. Studio Institute does not discriminate on the basis of race, religion, national origin, color, sex, age, gender identification, sexual orientation, veteran status, or disability. All qualified applications will be given equal opportunity and selection decisions are based solely on job-related factors.

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. Studio Institute is seeking an individual of outstanding quality with a proven record of accomplishment. The projected compensation is in the \$125K - \$150K range, plus benefits. This role operates from NYC and supports local, regional, and national programs in several US cities. It may include some evening and weekend hours. ^

Vacations are not permitted from July- August 24 due to intensive summer program contracts.

For more information about Studio Institute, please visit their website at www.studioinstitute.org