



ARTES DE MÉXICO EN UTAH
JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR (PART-TIME)

Job Overview

Artes de Mexico en Utah is seeking a dynamic and visionary leader to drive our organization into an exciting new chapter. As our Executive Director, you will be the voice and leader who continues to grow and ensure the success of our mission. You will cultivate, sustain, and expand our existing educational programs, bringing fresh energy and appeal. Join us in promoting and sharing the vibrant Mexican art and culture in Utah!

Position Title

Executive Director (Part-Time, Non-Exempt)

Salary

\$48,000

(adjusted to up to 29 hrs. a week, 10 holidays paid annually, 30 vacation paid days annually)

Location

Work from home, and once a week at our office at the Leonardo Museum, 209 East 500 South, Salt Lake City, UT 84111

About Artes de Mexico en Utah

Artes de Mexico en Utah is a nonprofit organization founded in Salt Lake City in 2011. Our mission is to use Mexican art, in all its expressions, to educate, build and strengthen our communities across the state of Utah, connecting all Utahns by celebrating our commonalities and acknowledging the contributions of Mexicans and all Latinos. We seek to help foster a sense of belonging for all those living in Utah.

Primary Responsibilities

Represents the organization to art industry groups, educational institutions, museums, artists, key donors, representatives of government and foundation agencies, and the general public. Collaborates and reports to the Board of Directors.

Delegates tasks and supervises staff and contractors for the implementation and execution of commitments and programs for marketing manager, poetry coordinator and Artists/speakers/professors/community leaders and others that act as representatives of the organization in the execution of programs.

Works with staff to maintain a master calendar of all cultural programs to ensure compliance with grant and donor's requirements to record outreach efforts, impact, expenses related, community participation and location.

Understands financial controls and demonstrates competence in reading, creating, and interpreting financial documents, including grant writing and reporting assistance.

Works in partnership with various community organizations and members to keep and build new programs.

Builds and keeps a strong relationship with volunteers and oversees volunteer efforts

Responds to inquiries from public, artists, and community partners on a daily basis.

Carries out the daily operations of our organization from the office including basic bookkeeping tasks, budget control, answers emails, prepares donation thank-you letters for the board to sign, acknowledgement receipts for IRS, and reports for the board.

Participates in/appear at community events promoting Artes as schedule allows

Manages events including exhibits traveling the state, community classes, and other major programs.

Complies with board policies and procedures, Interacts professionally with board members and donors.

The above is not a complete list.

Minimum Qualifications

Bachelor's degree or equivalent experience in the arts/administration industry.

100% Spanish-English bilingual; able to write, read and speak in both languages.

2-4 years of senior nonprofit management experience, preferably in the arts, with a history of success in grant writing, fundraising and generating new revenue streams and improving financial results.

Ability to effectively present information in one-on-one and small group situations to donors, customers, employees, contractors and partners in writing, oral forms.

Ability to establish and maintain effective working relationships with staff, Board members, colleagues, stakeholders, volunteers, and members of the public.

Demonstrated experience working collaboratively with a diverse range of groups and organizations, and sensitivity to cultural diversity issues.

Understanding of Social Media and Communications.

Must have a deep understanding of/and a willingness to learn and study about the traditions, art, and history of Mexico, its relationship with the USA, Latin America and the world.

Thoroughly committed to our mission, vision and values.

Preferences

- Strong background in project management, including the ability to manage a budget and establish plans and goals for the organization.
- Team player with a positive attitude to work with the board of directors.
- Ability to work independently and with little supervision
- Ability to multitask and meet deadlines in a fast-paced environment
- Ability to work closely and effectively with donors and funders as well as artists and community-based organizations and follow-up with their contributions
- Outstanding organizational skills
- Creativity and flexibility
- Ability and willingness to follow policies and procedures
- Responsibility, including punctuality regarding meetings and events (essential)
- Strong written and verbal communication skills, including press communications and grant writing
- Willingness to participate in some evening and weekend work
- Ability and willingness to travel as needed (must have valid driver's license and own transportation)
- Ability to work well with people throughout Utah's diverse communities
- Proficient in MS Word, basic Excel, basic Quickbooks, Canva, Adobe, Mailchimp, Outlook, Google.
- Proficient in social media including Facebook, Instagram

This is a non-exempt position, no medical benefits can be offered at this time, however, we offer:

- Flexible schedule
- 80% Work from home
- 10 holidays paid per year, 30 vacation paid days per year
- Monthly reimbursement for phone and internet service
- Monthly reimbursement for use of personal car
- Great networking opportunities at state, national and international level
- Professional development opportunities.

Prior to employment, applicants will need to produce documentation verifying identity and employment eligibility in the U.S. and submit to a background check.

Provide two professional and personal references.



To apply: Submit resume and cover letter to admin@artesmexut.org

Selected candidates will be required to prepare a presentation of professional trajectory and achievements as well as a case study (topics determined by the board) demonstrating cultural and administrative competence.