



**CENTER FOR EXPLORATORY & PERCEPTUAL ARTS
(CEPA GALLERY)**

**EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

TITLE: Executive Director

REPORTS TO: CEPA Board of Trustees/Board Chair

Position Open Until Filled

Mission Statement:

CEPA fosters the exploration of photography and contemporary visual arts through both its exhibition and arts education programs that nurture creativity and encourage active learning.

Vision Statement:

Continue to be a globally recognized arts center and incubator of artistic creation, where our programs drive engagement with art as an essential facet of life and community.

History and Background:

Founded in 1974 during an intense period of creativity and artistic exploration in Buffalo, New York, CEPA Gallery is one of WNY's premiere visual arts centers. One of the oldest photography galleries in the United States, CEPA is dedicated to the advancement of contemporary photo-related art. Throughout its history, CEPA has earned international acclaim for its unique array of visual arts programming and dedication to the artistic practice. The organization curates and exhibits major installations, supports working artists, and educates Erie County's diverse populace. It is an incubator of artistic creation whose practice drives community engagement with complex issues and themes of local importance.

CEPA operates on a budget of approximately \$400,000 annually comprised of 15% earned and 85% contributed income. Programming includes 15 exhibitions per year; 60+ education programs, and numerous artist discussions, public art, film screenings, publications, symposia, and visiting artist projects.

For more CEPA history please visit: <https://www.cepagallery.org/about/mission-history/>

KEY RESPONSIBILITIES:

Reporting to the Board Chairperson and the Board of Directors, the Executive Director (ED) of CEPA Gallery provides overall leadership and is responsible for direct oversight and management of all administrative, financial, and artistic concerns and staff.

The ED executes operating strategies, manages program staff, interacts with artists, sponsors, donors, members and the public, and assumes primary responsibility for the organization's administration and funding development.

The ED will work with the Board and staff on strategic planning, developing partnerships with community organizations, managing marketing, community relations, and advertising, executing fundraising strategies, and overseeing the overall operational, financial, and administrative management of the organization.

The ED hires and oversees personnel and implements policy, programs, and all operations in conjunction with staff.

The ED works closely with the board and committees to ensure the CEPA's strong fiscal health and effective governance while maintaining and strengthening its mission.

The successful candidate will be able to deliver a responsive, stimulating, and effective array of programs and services consistent with CEPA's commitment to the understanding and appreciation of photo-related arts and contemporary art.

Essential tasks include but are not limited to:

Hire, train, and supervise a staff of 5.

Direct reports are:

FT - Education Director

FT - Administrative & Education Assistant

PT – Assistant Curator / Gallery Manager

PT – Archivist

PT – Marketing Associate

- Direct all artistic programming. Lead artistic programming and the exhibition schedule in collaboration with guest artists, curators, and the assistant curator.
- Ensure efficient and responsible fiscal accounting procedures related to cash, credit, and online purchase and sales, banking, insurance, etc. including development of annual budget and reporting of monthly financials.
- Collaborate with the Board to recommend, establish, and refine Board, administrative, and artistic policies and procedures.
- Lead CEPA's marketing and fundraising strategies: solicit major contributions; plan and administer donor identification, cultivation, and solicitation program for gifts and grant writing at all levels and via all types of fundraising strategies (e.g., capital campaigns, planned giving, major gifts, annual giving, and special events)—in conjunction with consultants where appropriate.
- Ensure that the organization acts in accordance with its strategic and operational goals, monitor progress, and report to Board as necessary.
- Collaborate with the Board Executive Committee to ensure adequate financial controls and reporting procedures, including revenue forecasting and budget analyses.
- Ensure that communication with Board members is effective and timely.

REQUIREMENTS/QUALIFICATIONS:

- Innovative and forward-thinking; capable of advancing the visibility and vitality of a well-established mid-sized non-profit arts organization.
- Leadership skills, including advocacy, negotiation, problem-solving, decision-making, delegation, and employee development.
- A minimum of three years' experience in leading programs or operations in a non-profit agency or other arts organization; experience in fiscal planning and management.
- Expertise in cutting-edge trends and familiarity with artists in contemporary photography, and knowledge of the history of photography and art history.
- Strong communication skills, both oral and written; ability to establish and maintain effective working relationships with the board, staff, funders, donors, & stakeholders.
- Bachelor's degree from an accredited college or university; Master's degree preferred.

The Executive Director is full-time; salary range is \$70,000-\$80,000 and is negotiable dependent upon experience.

Qualified applicants are encouraged to submit their cover letter, résumé, and other relevant materials online no later than **July 15, 2024** at: search@cepagallery.org

**Applications cannot be accepted by regular mail or at any other email address.
Please no calls or inquiries to the CEPA office or staff, thank you.**