

# ASSOCIATE DIRECTOR

*Full time; Salaried position*



Spudnik Press Cooperative seeks an organized, enthusiastic, and highly collaborative **Associate Director** (AD) to join our leadership team. Working closely with the Executive Director (ED), the AD will support and advance Spudnik's mission and programs through strengthening operational infrastructure and leading key strategic philanthropic initiatives. This multifaceted position requires excellent organization, project management, and communication skills. Core areas of work include:

- 1) Development and fundraising
- 2) Programs and education
- 3) Leadership and strategic planning
- 4) Operations and human resources

The AD will serve in and coordinate various committees supporting work in these four core areas. Knowledge of printmaking processes is important; however, effective time management and the ability to work independently and provide support/mentorship for staff is critical. This position is supervised by the ED.

**Important note:** *While some elements of this position may be performed remotely, the Associate Director will need to be available to work onsite within our high-energy printmaking studio. We have COVID-19 safety measures in place to support our community, including required vaccination and mask-wearing. Employment requires compliance with all SPC COVID-19 policies.*

## **RESPONSIBILITIES**

### **Development and Fundraising**

#### *Individual Giving & Corporate Sponsorships*

- In partnership with the ED and Board of Directors, develop and integrate organization-wide strategies and goals for cultivation, solicitation, and stewardship in order to build an active pipeline of support for SPC.
- Build and sustain positive relationships with existing and potential funding partners.
- Process donations and maintain donor records using a CRM database in order to manage donor cultivation, target prospects, and track contributions.
- Develop and steward corporate sponsorship initiatives for events and programs in partnership with the ED.

#### *Grants*

- Research, write, and prepare persuasive solicitations, proposals, and reports for submission to corporate, foundation, and government funders for annual operating and program support.
- Monitor and manage grant reporting requirements, including maintaining up-to-date materials regularly requested by funders.

#### *Special Events*

- In close collaboration with ED, provide leadership, strategy, and project management for key fundraising initiatives and campaigns.

### **Programs and Education**

- Provide support for Spudnik's core programming, including our Studio Fellowship, Artist Residency, public events, and our inaugural Teaching Artist Cohort (launching late August 2022).
- Work closely with other staff to lead and facilitate program events and create continuity across all offerings.
- In collaboration with ED, manage budgets for programs, educational offerings, and events.
- Support the selection and evaluation of program objectives. Bring leadership and strategy to program growth and development.
- Working conjointly with the ED, collaborate with institutional and cultural partners; research, cultivate, and expand partnerships as opportunities arise.

## **Leadership and Strategic Planning**

- The Associate Director will work in close partnership with the Executive Director and Board of Directors to evaluate organizational strategic goals and adherence to Spudnik's core mission and programming.
- Represent Spudnik at key meetings with stakeholders, funders, and community partners.

## **Operations and Human Resources**

- Provide support for staff relations and HR issues should they arise, in partnership with the ED.
- Act as liaison between the Board of Directors and staff, ensuring staff voices and concerns are communicated throughout our Executive Leadership team.
- Support ED with staff recruitment, hiring, orientation, performance evaluation, internal retreats, and meetings.

## **QUALIFICATIONS**

- Bachelor's degree in related field (advanced degree preferred), or relevant professional experience.
- Progressive leadership experience in not-for-profit development and fundraising.
- Public programming, project management, or arts administration experience, as well as demonstrated interest in the Chicago philanthropic sector preferred.
- Commitment to contributing to an inclusive, equitable, and antiracist work culture. Experience supporting diversity, equity, and inclusion (DEI) initiatives.
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Strong professional and interpersonal communication skills.
- Superior writing skills; Grant writing experience highly preferred.
- Understanding of non-profit financials and budgeting processes. Ability to create, maintain, and analyze budgets.
- Experience working with CRM databases, Microsoft Office, and Google Suite.
- Responsive to a changing environment; able to work/lead through uncertainty and maintain flexibility in the face of challenges posed by the COVID-19 pandemic.
- Ability to work a flexible schedule, some evenings and weekends as needed.
- Passion and commitment for the Chicago arts and culture sector; familiarity with community printmaking studios preferred.

**The ideal candidate will have a demonstrated commitment to antiracism and equity work.** Our staff have participated in DEI and antiracism internal working group sessions, and we are dedicated to personal, professional, and community growth in this area. Like most arts spaces, there is a history of inequity and racism in the printmaking world, and we are doing the work to dismantle these systems in our own space. If you are Black, Indigenous, or a Person of Color considering this opportunity, you will be joining a team that centers your well-being, engages in harm reduction, takes responsibility when mistakes are made, and acknowledges impact over intent.

## **BENEFITS**

Annual salary is \$45,000 - \$50,000 based on experience. This is an exempt position and employee benefits include paid vacation, paid holiday and sick time. Spudnik staff also receive waived tuition for classes, Keyholder Membership, and access to all general materials and studio equipment.

## **HOW TO APPLY**

Submit your resume and 1-pg cover letter as a single PDF file to [sara@spudnikpress.org](mailto:sara@spudnikpress.org) with 'Associate Director: your Full Name' as the subject line. Application review will begin on **Monday, September 19, 2022** and continue until the position is filled. Our ideal start date is mid-October to early November 2022.

For more information about Spudnik Press Cooperative, please visit [www.spudnikpress.org](http://www.spudnikpress.org).

**Spudnik Press Cooperative is an Equal Opportunity Employer.** Spudnik does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.