



1821 W Hubbard St
Suite 302
Chicago, IL 60622

(312) 563-0302

POSITION OPENING

Interim Executive Director

Position Type: Full-time, 1-year contract with possibility of extension

Position Location: In office

Office Address: 1821 W Hubbard St, Suite 302

Hours: 40 hours per week

Schedule: primarily weekdays, some evenings and weekends required; flexible

Salary: \$65,000

Reports to: Board of Directors

Mission:

Spudnik Press is a community of artists and makers engaged with the art of print. Through collaboration, education, and access to professional equipment, Spudnik creates an environment that welcomes individuals from all backgrounds into the studio. Grounded in printmaking's history of social impact, Spudnik is committed to accessibility, equity, anti-racist ideals, and advocating for positive change.

About Us:

Founded on the premise that art should be a democratic and empowering medium, Spudnik Press is committed to being an approachable and affordable print shop – a space where professional printmakers meet aspiring students, encouraging collaboration and the sharing of ideas. Through sharing materials, equipment, and studio space, artists are also sharing technical skills, practical knowledge, and creative processes. By pooling resources and creative problem solving, artists at Spudnik Press are able to create a space that is beyond the means of solo emerging artists.

By extending our programming to include exhibitions, classes, workshops, professional development, and drawing groups, we are able to reach beyond the print community and engage with our



community as a whole. As a not-for-profit organization, we rely on the dedication and passion of our team to drive our mission forward and make a meaningful impact in our community.

Position Overview:

We are seeking a dynamic and experienced Interim Executive Director to lead our organization into its next phase of growth and impact. The successful candidate will undertake an onboarding period of 3 months, where they will work with existing staff members to learn and help run Spudnik operations while developing creative fundraising strategies. The Interim Executive Director will report directly to the Spudnik Board of Directors.

Overall, the Interim Executive Director will be responsible for providing strategic leadership, overseeing staff and operations, and cultivating relationships with donors and members to advance the mission of Spudnik Press. This role requires a visionary leader with a strong track record of fundraising, organizational management, and community engagement.

Key Responsibilities:

Strategic Leadership:

- Develop and implement strategic plans to achieve the organization's mission and goals.
- Provide visionary leadership to inspire staff, members, donors, and other stakeholders towards a shared vision.

Organizational Management:

- Oversee all aspects of organizational operations, including budgeting, financial management, human resources, outreach, marketing, and program development. Ensure compliance with relevant regulations and best practices.

Fundraising and Development:



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- Lead fundraising efforts to secure financial resources for the organization's programs and initiatives. Develop and execute comprehensive fundraising strategies. Strategically grow earned and contributed revenue for the organization.
- Cultivate relationships with donors, sponsors, and grant-making organizations. Build and execute a calendar of fundraising events that support short and long-term financial objectives.

Board Relations:

- Reports to and work closely with the Board of Directors to provide regular updates, seek guidance on strategic decisions, and ensure alignment with the organization's mission and values. Support board recruitment, orientation, and development.

Programmatic Oversight:

- Provide oversight and support to program managers to ensure the effective delivery of services and achievement of program goals. Monitor program outcomes and impact and make adjustments as necessary.

Organizational Culture:

- Provide and model participative leadership for staff in a manner that promotes departmental self-sufficiency, pleasant and productive collaboration, as well as open and effective communication. Support individual growth opportunities for staff and volunteers.
- Foster a positive and inclusive organizational culture that values diversity, equity, accessibility and inclusion.

Qualifications:

- Bachelor's degree in a relevant field required; advanced degree preferred.
- At least five years of experience working within nonprofit organizations; at least three years in a leadership role.



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- Experience complying with governmental requirements for nonprofit organizations. Experience building relationships with donors, sponsors, board members, and other organizations
- At least five years of experience managing and leading others, particularly in the context of small and collaborative teams.
 - Commitment to leading with integrity, compassion, patience, and enthusiasm
 - Ability to multitask, prioritize, and delegate to others; ensuring assigned workloads are sustainable and equitable
 - Successful track record of motivating others, ensuring deadlines are met, and mediating diplomatically
 - Experience supporting diversity, equity, and inclusion (DEI) initiatives and integrating these philosophies throughout an organization
- At least two years of experience with nonprofit fundraising; proven track record of successful fundraising and development efforts, including grant management, donor cultivation, and event planning.
 - Proven track record of planning, organizing, funding, and executing in-person fundraising events
 - Strong attention to detail and organizational skills; ability to make sound, time-sensitive decisions under pressure
- Strong financial management skills, including budgeting, financial reporting, and revenue diversification.
 - Experience building a sustainable business model; experience leveraging and growing earned income while minimizing unnecessary or excessive expenditures
 - Experience using Quickbooks and Excel highly preferred

Required Skills:



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- Experience managing people, projects, and budgets through organizational transitions
- Proactive and conceptual thinking; situational analysis; the ability to identify and evaluate resources and plan for their utilization through the execution of comprehensive, actionable, step-by-step long-range plans.
- Excellent written and verbal communication and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders
- Comfortable working independently **and** as a team player; self-starter, dependable
- Strong understanding of Microsoft Office and Google Workspace
- Interest in printmaking and/or the visual arts; general understanding of the unique issues affecting arts organizations
- Demonstrated ability to think strategically, make sound decisions, and drive results.
- Knowledge of relevant legal and regulatory requirements for nonprofit organizations.

Benefits:

All exempt staff accrue paid time off at a rate of 6%, which is approximately three weeks of PTO per year, plus 11 paid holidays. Health insurance benefits are offered to both part-time and full-time employees. Staff also receive waived tuition for Spudnik Press classes, and access to all general materials and equipment.

Application Process:

- To apply for the position of Interim Executive Director, please submit a resume and cover letter outlining your qualifications and interest in the role.
- Applications should be emailed to boardofdirectors@spudnikpress.org with the subject line "Interim Executive Director Application."





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- We will review applications on a rolling basis until the position is filled. Candidates will undergo a phone screening, video interviews, and an in-person interview.

Spudnik Press is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from all backgrounds to apply.

