



2024 Search Criteria

LIFE ON EARTH ART

Deputy Director Job Announcement



Life on Earth Art

The Opportunity



Location
PETALUMA, CA



Reports to
EXECUTIVE DIRECTOR



Position Classification
FULL TIME / SALARIED
& IN-PERSON



Desired Start Date
SPRING/SUMMER
2024



Number of Staff
8



Operating Budget Size
\$1M

Overview

The Deputy Director will utilize a well-rounded set of management skills to lead day-to-day operations at Life On Earth Art (LOEA) including community artmaking programs and in-house studio offerings. This role oversees operations, administration, facilities, fundraising, and strategic planning to align artistic and program work with vision and key objectives. Core responsibilities include: program development and implementation, staffing, volunteer coordination, community relations, budgeting, and record-keeping.

The Deputy Director will report to the Executive Director and serve on the senior leadership team. This role will be a valued thought partner for the board, staff, and collaborators. They will also interact with all functional areas, including supervising team members.

This role will have a central role in translating strategy into operational objectives across departments. The Deputy Director will formulate and implement policies and plans to ensure that LOEA has administrative/operating efficiencies, resources, and people systems in place to effectively grow the organization and ensure long-term sustainability. They will exemplify true care and respect for the entire staff, and will serve as a key mentor, manager, and advocate for professional development.

The Deputy Director will bring excellent time-management skills to navigate competing priorities and projects shared by multiple team members. They will bring a growth mindset with an eye on how LOEA can continue to have a greater impact on the lives of the youth, adults, and other community members it serves.



Who We Are

At Life On Earth Art, our vision is to create a just world where artistic opportunities for healing and community connection are accessible to all. We believe in the power of art to transcend boundaries and unite diverse communities for the greater good.

We facilitate programs for youth/teens, seniors, veterans, the general public, and incarcerated individuals. We aim to empower personal and collective well-being through creative participatory public and community artworks, programming, and social action. We strive to unite people to explore and raise awareness about injustices, amplifying relatedness, compassion, and healing. LOEA unites people to co-create handmade large-scale interactive art as a platform for global healing.

Our focus is on personal and community empowerment and well-being through collective creativity. Collaborating with multimedia artists, social activists, community groups, and art therapists. We create transformational art in the public sphere, offering replicable and scalable models for installations that take your breath away and connect you to the oneness of the community. LOEA hosts artistic experiences where everyone feels welcomed and, most importantly, safe, fostering healing through a profound sense of belonging. Using the symbolism of winged hearts and cages, we examine imprisonment and liberation in society, facilitating experiences at the intersection of health equity and art equity.

For more information, please visit the [LOEA website](#).



Essential Duties & Responsibilities

What You'll Do

Operational Management

- ✔ Supervise and work closely with team members to ensure management of art classes, community artmaking programs, and events
- ✔ Guide LOEA's approach to projects, and make recommendations for facilities and technological improvements
- ✔ Streamline workflows and improve internal operational processes and use of software
- ✔ Inform hiring practices and decisions, onboarding, skills training, staff retention, professional development, and HR policy development
- ✔ Nurture a culture of belonging, clear roles and goals, and productive accountability

Strategic Organizational Leadership

- ✔ Monitor achievement with strategic priorities. Create timely reporting materials and present updates to LOEA staff and board
- ✔ Support development of board meeting agendas, annual schedule, and other strategic items, as needed, with a particular focus on financial reporting and strategic planning
- ✔ Implement revenue diversification strategies and support fundraising and grant writing activities

Project Management

- ✔ Oversee cross-functional, organization-wide projects or initiatives, help drive decisions, all while exercising excellent project and time management skills to ensure that projects are constantly progressing forward
- ✔ Conduct research and analyze data regarding program performance and outcome measurement

Financial Management & Fundraising

- ✔ Monitor expenses compared to budget in partnership with the CFO/COO. Participate in exercises to forecast future results
- ✔ Inform fundraising strategy, prepare fundraising materials, participate in fundraising meetings, and manage follow up communications
- ✔ Prepare budget reports for senior staff and board, and budget/financial data for grant proposals and reports
- ✔ Support CFO to work closely with outsourced accountants on budgeting and regular financial activities

Marketing & Communications

- ✔ Assist in the design and implementation of LOEA's strategy to raise awareness of LOEA's programs and services among potential donors, volunteers, clients and the public through traditional and social media, email, and in-person meetings
- ✔ Make recommendations for branding, marketing, and PR improvements

Studio Services Infrastructure

- ✔ Oversee weekly flow of classes and activities at 133 Copeland
- ✔ Inform design of spaces
- ✔ Lead marketing efforts to recruit artist-teachers and fill classes. Build relationships with artists, students, and community members
- ✔ Confidence in utilizing a range of specialized business software including Salesforce and related packages, Quickbooks Online, Bill, Gusto (HR and payroll), Squarespace, DASH (digital asset management), Classy and GiveLively, MailChimp and other communications software

People Management/Supervision

- ✔ Oversee hiring, training and retention of all Community Artmaking Programs staff and Studio Services
- ✔ Oversee work plan and deliverables of program team staff
- ✔ Promote diversity and inclusion across all programs: oversee training to increase cultural sensitivity and understanding of populations served by LOEA
- ✔ Approve timesheets for direct reports

Community Engagement & Events

- ✔ Steward organizational partnerships with clients, volunteers, and community groups
- ✔ Serve as an ambassador for LOEA and its programs, especially in the arts and nonprofit community
- ✔ Represent LOEA at conferences, funder visits, donor meetings, etc. as requested by ED and Board Members. Write talking points
- ✔ Explore potential partnerships beyond Sonoma County, including other states and countries
- ✔ Advise on strategy and execution for 133 Copeland events, parades, and workshops

General Collegueship

- ✔ Participate in regular professional development and networking opportunities
- ✔ Participate in LOEA's People, Development, & Wellness (PDW) working group
- ✔ Help organize physical layout of gallery
- ✔ Attend leadership team meetings, staff meetings, and other meetings as necessary
- ✔ Other duties as assigned



Ideal Candidate Profile

Who You Are

Successful candidates will have many of the following core competencies, personal qualities, and experience. We value deep connection to LOEA's mission/values over perfect alignment of all qualifications and considerations listed below.

Artmaking or Teaching Experience

- ☑ Experience in educational, non-profit, advocacy, and artistic organizations
- ☑ Knowledge of facilitation and an interest in therapeutic art making
- ☑ Ability to give instruction, feedback, and critique

Proximity and Connection to Community

- ☑ Commitment to community building, artistic activism, and serving a variety of populations
- ☑ Fierce advocate for the role of art in education, therapy, and self-expression
- ☑ Ability to sustain trusted relationships with a wide array of people

Strong Emotional Intelligence & Relational Abilities

- ☑ Engages with colleagues and network partners with integrity, empathy, kindness, humility, compassion, diplomacy, and loyalty
- ☑ Passion for inclusion and relationship building with clients and collaborators, fostering staff connection in formal and informal settings
- ☑ Shares ideas and feedback with clarity and intention. Strong listening skills

Fundraising & Ambassadorial Skills

- ☑ Palpable passion and dedication to the LOEA mission and vision
- ☑ Creative, innovative, joyful, confident, and relatable partnership builder

- ☑ Experience raising money from private and public sources, including foundations, individuals, and government programs
- ☑ Strong public speaking, networking, and presentation skills

Visionary Organizational Leadership Experience

- ☑ Collaborative & Team Oriented - leads with a "power with" not "power over" approach, and has an open door policy
- ☑ Recognizes that leadership happens at all levels in the organization, champions staff in their visionary endeavors, and understands the value in setting aside their own ego
- ☑ Strong executive-level leader and efficient operator. Able to balance competing demands
- ☑ Strong lens for operational leadership and fiscal oversight (HR/finance/administration). Does not shy away from practical issues and decisions
- ☑ Leads with steadiness and continuity. Helps staff, volunteers, supporting members and the public feel seen, safe and secure.
- ☑ Focus on maintaining and growing culture, and staff wellness/work-life balance

Results-driven

- ☑ Strong voice of authority and advocacy externally for LOEA's staff, needs, and role
- ☑ Has a clear point of view and entrepreneurial vision for growth (programmatic, impact, and financial)
- ☑ Cooperative and inspirational, with a firm/practical approach to identifying new opportunities



Summary

Other Job Requirements & Qualifications

- ☑ Master's or advanced degree (in teaching arts, social work, counseling or related field) preferred
- ☑ Minimum of three years as a supervisor; relevant leadership experience in non profit or arts education/clinical/advocacy position
- ☑ A proven and demonstrable track record of executing complicated projects and overseeing meaningful, impactful programs for youth and adults
- ☑ Excellent oral and written communication skills
- ☑ Experience designing, creating curriculum, and facilitating participatory processes and programs
- ☑ Strong project management, research, and organizational capabilities
- ☑ Proficiency in Microsoft Office suite
- ☑ Knowledge of art, art history and child development
- ☑ Cultural sensitivity and commitment to Diversity, Equity and Inclusion
- ☑ Ability to work within a small collaborative environment and manage multiple priorities simultaneously
- ☑ Strong attention to detail
- ☑ Ability to work autonomously and make informed, thoughtful decisions
- ☑ Fluency in oral and written English required; Bilingual Spanish a plus
- ☑ Strong interpersonal and listening skills required, with appreciation for diverse viewpoints and various communication styles
- ☑ Understanding of program and organizational budgets required
- ☑ Knowledge of impact measurement and reporting a plus
- ☑ Demonstrates cooperation, respect, empathy, proactive and clear communication, and positively contributes to team morale and healthy engagement with clients and collaborators
- ☑ Ability to be solutions-oriented, balance the big picture with details, and plan ahead
- ☑ Strong knowledge of Google Workspace; Graphic and/or web design experience a plus
- ☑ Must be able to use the internet for research and information gathering
- ☑ Ability to handle sensitive information with a high degree of confidentiality
- ☑ High proficiency with follow-through, dependability, and attention to detail to meet deadlines with accuracy
- ☑ Ability to exercise good judgment, manage time effectively to solve problems, and respond appropriately to changing circumstances and priorities
- ☑ Commitment to the vision, mission, and values that underlie LOEA's work

Compensation & Benefits

This position offers a salary range of \$90,000-100,000 per year, commensurate with experience.

LOEA offers a benefits package that includes health insurance reimbursement, PTO, paid sick leave, and professional development opportunities.

More details can be provided upon request.

Geographical Location & Remote Work

- This is an in-person and onsite role.
- LOEA serves clients primarily onsite in Petaluma, CA, but also leads engagements around Sonoma County and the greater Bay Area. Some travel may be required.
- The Deputy Director must be able to attend meetings and events in person, including some evenings.
- Occasional remote work may be possible, depending on the schedule of meetings.





How to Apply

- Please send a resume and thoughtful cover letter to jobs@lifeonearthart.org with the subject line: “Deputy Director Search”
- Your cover letter should answer the following questions:
 - How do your skills and experience align with the position description?
 - What aspects of LOEA’s programming and mission do you find particularly interesting and inspiring?

Note

- All applications will be held in strict confidence.
- Applications without a cover letter will not be considered.
- Applications will be reviewed on a rolling basis and earlier applicants may receive priority consideration. LOEA encourages all interested candidates to submit their applications promptly.

Equal Opportunity Employment

Life On Earth Art is an equal opportunity employer that values diversity at all levels of our work. We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed, respected, and celebrated. The organization’s policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of race, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, breastfeeding, national origin, age, abilities/disabilities, neurotypicality, socioeconomic status, veteran status, marital status, prior convictions, or any other protected classifications under federal, state, or local law.