



MCBA

**MINNESOTA
CENTER FOR
BOOK ARTS**

We're Hiring!

Position Opening: Associate Director

Deadline to Apply: Sunday, February 6, 2022 11:59pm CT



- Position:** Associate Director
City: Minneapolis, MN
Type: Full Time (40 hours per week)
Benefits: Paid holidays, vacation, sick time; 401(k) plan; medical and dental insurance, studio access, and workshop and retail discounts
Salary: \$60,000–\$65,000
Reports to: Executive Director
Website: <http://www.mnbookarts.org/employment/>
Deadline: Sunday, February 6, 2022, 11:59pm CST

ORGANIZATION SUMMARY

The mission of Minnesota Center for Book Arts (MCBA) is to ignite artistic practice, inspire learning, and foster diverse creative communities through the book arts. Since its founding in 1983, MCBA has been a leader in preserving and revitalizing letterpress printing, bookbinding, and hand papermaking on local and international levels, and expanding access to these disciplines to diverse audiences.

Located in the Open Book building in downtown Minneapolis, MCBA is the largest nonprofit center of its kind, providing over 12,000 square feet of studios, classrooms, and professional gallery space to the public. MCBA offers youth and adult workshops, affordable studio access, exhibitions, artist consignment, residencies, fellowships, and special events that honor the myriad artistic and cultural traditions of the book. Equity is at the forefront of our 2020-2024 strategic framework as we advance strategies to ensure greater diversity and inclusion across our organization and throughout the field.

POSITION SUMMARY

A key member of MCBA's leadership team, the **Associate Director** is responsible for leading strategic philanthropic initiatives and strengthening operational infrastructure to advance MCBA's mission and programs. Core areas of work include 1) Development and fundraising with a focus on institutional giving; 2) Operations and human resources, 3) Communications; and 4) Leadership opportunities that inform strategy and execution of MCBA's strategic goals. This position manages direct reports, and is supervised by the Executive Director.

Important note: *While some elements of this position may be performed remotely, the person in this position will need to be available to work onsite in our building and offices. We have COVID-19 safety measures in place to support staff health, including required vaccination, mask-wearing, and social distancing.*

JOB RESPONSIBILITIES

Development (70%)

General

- Collaborates with board, executive director, and development staff to integrate organization-wide culture of philanthropy and shape, implement, and evaluate development strategy
- Assists with the development and implementation of a long-term fundraising plan
- Provides leadership and strategy for annual fundraising campaigns and initiatives
- Supports New Editions and MCBA Prize biennial fundraising events (on opposite years)

Institutional Giving

- Researches, writes, and prepares solicitations, proposals, and reports for submission to corporate, foundation, and government funders for annual operating and program support
- Works collaboratively with program, finance, and development departments to gather information needed for proposals and reports
- Manages and maintains a calendar of proposal and report deadlines and ensure timely submission to funders
- Develops and expands corporate sponsorship initiatives for events and programs
- Stewards relationships with corporate and foundation representatives in partnership with Executive Director

Communications (15%)

- Works in partnership with the Executive Director to support strategy and oversight of ongoing communication activities, including print and internet publications, reports, digital communications, direct mail appeals, newsletters, annual report, press releases, and communications about special events.
- Manages and motivates Marketing and Communications Manager to achieve organization-wide communications, membership, development, and sales goals

Operations & Human Resources (10%)

- Supports staff recruitment, hiring, orientation, performance evaluation, and professional development processes
- Supports Executive Director with planning and execution of events and meetings, including internal retreats and staff meetings
- Provides support for employee relations and human resource issues as they arise, in collaboration with the Executive Director

Leadership (5%)

- Serves on officer/finance, marketing & development, and leadership committees
- Works with Executive Director and Board of Directors to evaluate organizational strategic goals and programmatic adherence to mission

- Represents the organization externally as requested at key meetings with stakeholders and funders

DESIRED QUALIFICATIONS

- Bachelor's degree in related field (advanced degree preferred), or equivalent relevant work experience
- 5-7 years progressive leadership experience in nonprofit management and fundraising
- Strong work ethic, a high level of professionalism, collaborative, but can work independently
- Superior written, oral, and interpersonal skills and ability to effectively interact with senior leadership, staff, board, institutional and individual funders, and other stakeholders
- Proven track record in fundraising, particularly with foundations, government funders, and corporations
- Impeccable attention to detail
- Supervisory experience and demonstrated understanding of how to provide mentorship and support for direct reports
- Ability to work a flexible schedule, some evenings and weekends as needed
- Proficient using Microsoft Office Suite and Google Suite
- Experience working with donor/constituent databases
- Understanding of program evaluation design, methodology, and terminology
- Past experience in some human resources initiatives a plus
- Passion for arts and culture sector and familiarity with the book arts
- Familiarity with local and national critical conversations around philanthropy and an openness to new practices
- Experience supporting diversity, equity, and inclusion (DEI) initiatives
- Ability to work through and lead through uncertainty (we're still living in a pandemic and doing our best to pivot and be responsive to a changing environment)
- Commitment to contributing to a work culture that is inclusive, equitable, and antiracist

The ideal candidate will have a demonstrated commitment to antiracism and equity work. Our staff participate in regular DEI + antiracism internal working group sessions and we share a collective dedication to continued personal, professional, and community growth in this area. Like most arts spaces, there is a history of inequity and racism in the book arts and we are doing the work to dismantle these systems in our own space and in the broader book arts field. If you are Black, Indigenous, or a Person of Color considering this opportunity, you will be joining a staff 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 \$60,000–\$65,000. Benefits include:

- Separate paid vacation and sick time accrual, an annual personal day, and 10 paid holidays a year
- 401(k) plan
- Health insurance (85% employer paid) and dental insurance (50% employer paid)
- Employee-paid flexible spending accounts, vision insurance, accident insurance, short-term disability, hospital insurance, and voluntary life insurance.
- Free studio rental, discounts on workshop registrations, and discounts on retail and consignment purchases.
- A supportive, creative, and light-hearted staff team to work with

HOW TO APPLY

Please respond via email with resume and 1-pg cover letter to jobs@mnbookarts.org with “Associate Director” in the subject line by **Sunday, February 6, 2022, 11:59pm CT**. Our ideal start date is mid-March 2022. Please note that MCBA requires employees to be fully vaccinated against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made. A mask mandate is currently in place at Open Book.

*We prioritize a culture of equity, inclusion, and care for self and community.
We encourage participants with diverse cultural backgrounds and lived experiences to apply.*

