



Juxtaposition Arts

Managing Director Job Description

THE OPPORTUNITY

Juxtaposition Arts (JXTA) is hiring its first managing director in two decades. Who are we looking for? A passionate, motivated leader ready to join a powerful team working to make our vision a reality.

Someone with strong negotiation skills, a competitive spirit, and decision-making prowess. Someone with a passion for the community and the mission, financial savvy, an ability to motivate and inspire people and to build strong teams.

You know the arts. You know community development. You know the intersection of the two. Your leadership is grounded in equity and you have deep experience working with black and brown communities.

When you wake up, you hit the ground running, fired up to motivate others to achieve their best. You're good with numbers — like nerdy good — and you're great with people.

You know how to engage donors, work with a board, and support staff. You sit in the back because you're a learner taking everything in, but you're quick to come to the front to share your insights, wisdom and ideas with others. You see patterns and can put together puzzle pieces to make a strategy work. You can cast vision, and you can execute with a diverse team.

THE DETAILS

Reporting	The Managing Director (MD) reports to the Board of Directors and works collaboratively with the co-founder/Chief Cultural Producer to set vision and strategy.	
Mandate	The role has strategic and operational responsibility for the execution of JXTA's mission. What does this mean? The person in this role must be committed to developing and maintaining partnerships, leading and supporting staff, enhancing program offerings, expanding organizational resources, reaching new communities, and raising the overall profile of the Juxtaposition Arts.	
Responsibilities	<i>Strategy and Vision</i>	<ul style="list-style-type: none"> Collaborate with the Board of Directors and Founder to plan and evaluate progress toward goals and objectives Create and manage strategic planning and program vision to support short- and long-term goals
	<i>Finance</i>	<ul style="list-style-type: none"> Manage organizational budgets, including leading the budget development and board approval process Steward the finances of the organization, with support from contracted accountants



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		<ul style="list-style-type: none"> • Provide finance updates to board and staff on a monthly and quarterly basis
	<i>Operations and Support</i>	<ul style="list-style-type: none"> • Manage day-to-day operations of the office • Direct Supervision of five – seven staff • Manage relationships with key vendors • Develop project requirements, contracts, budgets and resource requirements • Coordinate with administrative, artistic and program teams to outline project deliverables schedule
	<i>Communications and Marketing</i>	<ul style="list-style-type: none"> • Direct the work of the Communications department of 1-3 • Represent the organization and maintain its role as a thought leader in the field through speaking engagements, articles, conference presentations, etc. • Lead team members to ensure that JXTA's storytelling and brand-building is strategic and consistent • Develop new markets and outreach opportunities
	<i>Fundraising and Earned Income</i>	<ul style="list-style-type: none"> • Supervise Development team of 2-3 • Supervise business development and earned income revenue streams • Collaborate with the Board of Directors to procure resources for JXTA programs and operations • Represent the organization in relationship-building with key prospects and in seeking financial support from individual, foundation, corporate, and government sources
Basic Requirements	<ul style="list-style-type: none"> • 7+ years' experience leading people • 5+ years' experience in nonprofit leadership • 3+ years' experience managing finances and budgets 	
Preferred Requirements	<ul style="list-style-type: none"> • Experience in a social venture, start-up or creative organization • Skilled negotiator 	



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	<ul style="list-style-type: none">• Strong writer
Total Rewards	<ul style="list-style-type: none">• Salary range: \$75-85k• Health and Dental/80% premium paid• Unlimited PTO• Flex Schedule and Fridays at home

Juxtaposition Arts is an equal opportunity employer committed to affirmative action and a diverse work environment. People of color, people with disabilities, women, and people who identify with other marginalized groups are encouraged to apply.

Clockwork is pleased to represent this opportunity on behalf of Juxtaposition Arts. **To apply, submit a cover letter and resume to JXTA@clockwork.com**

Priority given to applications received by May 5.

Questions about the role? jobs@juxtaposition.org

WHO WE ARE

Juxtaposition Arts is a North Minneapolis-based, youth-focused, visual art center for developing youth and community.

OUR MISSION

Juxtaposition Arts develops community by engaging and employing young urban artists in hands-on education initiatives that create pathways to self-sufficiency while actualizing creative power.

OUR VISION

We envision the youth of North Minneapolis entering the workforce as dynamic innovators and problem-solvers.

We believe the integrative problem-solving abilities learned through the hands-on creative process of moving from idea, to production, to market are the skills young people need to succeed in school, in work, and in life. We believe sustained participation in community-focused creative expression powerfully advances the development of individuals, communities, and places.



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OUR HISTORY

For more than two decades, Juxtaposition Arts has mentored North Minneapolis youth artists with the help of industry professionals, focused on fostering creativity in the next generation of artists.

OUR FUTURE

In May 2018, JXTA launched our largest undertaking ever — a four-year, \$14 million capital campaign to invest in the creative futures of youth in North Minneapolis, in our campus, and in JXTA's legacy as a cultural institution. This will create a stronger creative and economic ecosystem for our region by nurturing community legacy and assets for future generations.

By 2023, thousands of youth will be engaged in JXTA's exceptional visual arts education and training programs annually, including nearly 100 youth and young adult artists and staff employed annually in training programs and social enterprise studios. In the neighborhood with the highest concentration of youth in Minnesota and the highest rate of poverty and unemployment, young people will be preparing for successful futures in the regional art and design sector.