

CARPE DIEM ARTS

Bringing the Arts to Life!

Carpe Diem Arts Executive Director Position Announcement

Carpe Diem Arts, Inc., a Silver Spring, Maryland-based nonprofit, is seeking a dynamic, multi-skilled, and resourceful Executive Director to replace our esteemed founder/director who will be retiring.

About Carpe Diem Arts

The organization was incorporated and received its 501(c)(3) status in 2016. Though Carpe Diem Arts is still a relatively small organization, we have earned widespread recognition for the quality, diversity and integrity of our programs, for our support and advocacy on behalf of artists, and for the creative partnerships that have enabled us to broaden our reach and deepen our impact.

Carpe Diem serves communities predominantly in Montgomery County, Maryland and the greater D.C. area, offering a wide variety of culturally diverse visual, literary and performing arts programs for all ages—with a primary focus on outreach to under-resourced schools and communities.

By teaming up with other arts organizations, libraries, recreation departments, housing communities, and social service agencies, we are able to leverage the power of these collaborations and do more with less.

Our signature programs are [Jump Start with the Arts](#) for preschoolers, [Ukes on the Move](#) for ages 8-10, [Youth ArtBeat](#) for elementary and middle-schoolers, and [Arts Alive](#) for seniors.

Other offerings include celebrations of the cultural heritage months; [summer arts and language immersion camps](#); our intergenerational monthly [Carpe Diem/FSGW Contra Dances](#); and the virtual [Daily Antidote of Song](#) that was launched in April 2020, soon after the pandemic hit, as a way of “making each day better, one song at a time.” The program is still going strong, and has featured over 500 recording artists, reaching audiences in 50 states and 26 countries—with a prominent focus on social justice issues. April 6, 2024 will mark the 4th anniversary: 1,462 consecutive days.

Current revenues: Approximately \$350,000 annually

For more information about Carpe Diem Arts, please visit <https://carpediemarts.org/>

Our Mission

Carpe Diem Arts' mission is to inspire creative self-expression that empowers individuals, strengthens communities, and builds better futures, while also supporting the livelihoods of master teaching and performing artists who reflect the diversity of the communities we serve.

Our Vision

Through shared arts experiences in the visual, literary and performing arts, individuals and groups find common ground, discover new talents and interests, and build lasting relationships.

Our Values

Our guiding values are social justice, diversity, equity, inclusion, access, and joy--- employing the arts to unite, energize and inspire us to create the change we need to see in the world. Bringing the arts to life in ways that matter and make a difference.

Position Description

Reporting to and working closely with the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Carpe Diem's staff, programs, growth, and execution of its mission. Reporting to and working closely with the Board of Directors, the Executive Director has overall strategic and operational responsibility for staff, programs, growth, and execution of Carpe Diem's mission.

Salary range: \$55,000-\$65,000 annual, commensurate with experience. Potential for salary increase with revenue growth of the organization.

Responsibilities

Leadership & Management:

- Embrace and pursue the mission of the organization;
- Understand and commit to implementing our current strategic goals. In conjunction with the Board, update the strategic plan to represent your vision and concepts for the future;
- Collaborate closely with Carpe Diem Arts' board of directors;
- Actively engage and energize Carpe Diem Arts' volunteers, board members, committees, and funders;
- Ensure continuing programmatic excellence and the application of rigorous program evaluation by working closely with our program management team, community outreach director, and with our CFO to realize consistent quality of programming, finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals as stated in our strategic plan;
- Work closely with the CFO to maintain our fiscal integrity; provide submissions to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization;
- In a virtual environment, hire, lead, coach, develop, and retain competent, qualified staff reflecting the diversity of the community Carpe Diem Arts serves;
- Engage the organization in Diversity, Equality and Inclusion (DEI) planning and take action, as needed, to ensure Carpe Diem Arts has diverse representation and provides an inclusive environment to all;
- Ensure effective systems are in place to track Carpe Diem Arts' progress, finances, donors/ donations, and social media communications;
- Actively engage (in person) with Carpe Diem Arts programs; regularly evaluate program components; effectively communicate to the board, funders, and other constituents regarding program success and potential adjustments;
- Participate in bi-monthly board meetings;
- Convene regular meetings with the program management team.

External Relations:

- Expand and maintain partnerships with organizations who support the Carpe Diem Arts mission. Identify and pursue opportunities to partner in service to the community;
- Develop and maintain relationships with Maryland State Arts Council, Arts & Humanities Council of Montgomery County, and other national, regional and local arts organizations that provide legislative, operational and financial support to the Arts; develop and maintain relationships with Nonprofit Montgomery and similar organizations.

Fundraising, Networking, & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations with an eye for future expansion in breadth and depth; expand donor base and cultivate donor relationships;
- Oversee all aspects of communications, promotions, and branding—from web presence to external relations with the goal of creating a stronger brand; actively participate in publicity efforts, as needed;
- Build and nurture relationships to discover new opportunities to serve our communities and garner the funding to bring programs to fruition.

Candidate Qualifications and Skills

Required/preferred experience and qualifications include:

- Demonstrated commitment to quality arts programming
- Knowledge of program evaluation procedures for mission-driven nonprofit organizations
- Management experience, nonprofit preferred, with track record of achieving goals
- Excellent verbal and written communication
- Current experience and comfort with use of software and platforms, such as Google suite
- A strategic vision for the arts in our communities
- Strong public speaking ability
- Strong work ethic; high energy
- Excellent people and team-building skills
- Demonstrated ability to oversee and collaborate with staff
- Lives in the Washington D.C. metro area, Montgomery County, MD preferred

TO APPLY:

To apply for the position of Executive Director, please send an email to hr@carpediemarts.org describing your interest and attach your resume/CV.

Carpe Diem Arts' Anti-Racism and Non-Discrimination Policy

Carpe Diem Arts prohibits discrimination and provides equal opportunities in a respectful environment for all individuals and communities, regardless of race, color, ethnicity, ancestry, national origin, sex, gender, gender identity, sexual orientation, age, mental health, disability, religious beliefs, marital status, genetic information, pregnancy, veteran status, citizenship, or any other status that may or may not be protected by law or local policies. We commit to and promote anti-racism, anti-discrimination, and diversity, equity, and inclusion in our organization and through our programs. We intentionally choose to support the livelihoods of master teaching and performing artists who reflect the diversity of the communities we serve. We denounce racism, hate, injustice, and prejudice against individuals, communities, and around the world. We employ the arts to unite, energize and inspire us to create the change we need to see in the world.