



## EXECUTIVE DIRECTOR

### Job Description

#### Background

Founded in 1994, SAY Sí in San Antonio, Texas, is a non-profit organization committed to a mission to ignite the creative power of young people to be forces of positive change. We value artists, empower marginalized communities\* and advance culture. We accomplish that mission through tuition-free arts programs that provide young people with equitable access to opportunities to develop their worldview and creative potential, empowering them to live rich, full lives and develop critical learning and life skills. Growing from an enrollment of 12 in 1994 to over 200 today, in addition to 3000 students in external community services, SAY Sí is nationally recognized as a model institution for youth arts. In 2021, with the backing of a strong donor base and a strategic financial plan, SAY Sí moved into a newly purchased building located in San Antonio's historic westside (El Mero Hueso) in order to grow enrollment and program offerings while located in the community it predominantly serves.

#### Position Available

SAY Sí seeks a dynamic and experienced leader to serve as Executive Director to advance the mission of the organization. The Executive Director will lead the organization in expanding and growing operations to accommodate larger enrollments and increased tuition-free courses.

#### Responsibilities

The Executive Director manages the overall business operations of SAY Sí, working closely with, and reporting to, the Board President and the Board of Directors. The Executive Director will be expected to evolve the organizational infrastructure—including fiscal management—to cultivate a culture that empowers youth artists to be leaders in an ever-changing world. The Executive Director will be comfortable and experienced working across diverse communities and communities of color; and will have the empathy and knowledge to communicate across all constituencies, including with students, parents, staff, donors, educators, partner organizations, and the broader community.

#### Primary Areas of Responsibility include:

- Organizational and Mission Impact—develops and implements strategic and annual action plans with measurable goals, in conjunction with the Board, to achieve mission goals, and financial viability.
- Fund Development/Grant Oversight and Fiscal Management – Together with the Board, develops and manages the fundraising and financial strategies of the organization; develops realistic, but ambitious plans for acquiring funds including earned income generation and

cultivation of national partnerships; identifies, cultivates and solicits donor prospects, develops an annual budget for approval by the Board.

- Program Oversight—Leads the organization in ensuring that programs and activities are developed, executed, improved and modified to achieve strategic plan goals and to meet the needs of SAY Si's constituencies, including students, parents, and community.
- Community Leadership—Serves as an effective spokesperson for SAY Si and develops effective working relationships within the community to ensure that youth arts are represented in the arts community-at-large and for the SAY Si constituency.
- Administration and Staff Leadership— motivates and develops a professional team with equity, transparency, and compassion; hires, supervises and evaluates management staff; emphasizes collaboration, collegiality, and accountability; coordinates work with the Board's committees, volunteers and partner organizations; ensures staff's needs are integrated into strategic and mission goals to achieve successful outcomes.
- Board of Directors Coordination—Sees that board members are kept fully informed in a timely way on the condition of the organization; provides suitable and analytical information that allows the board to set the agenda and focus of board meetings; jointly with the president and secretary of the board, conducts official correspondence for the organization; jointly with designated offices executes legal documents appropriately.

#### **Experience and Qualifications:**

- College graduate with at least 5 years management experience **OR** a minimum of 8 years leadership experience, preferably in a nonprofit organization with significant experience in the arts **or** a related area; prior experience as President or Executive Director is preferred.
- Master's degree in a relevant field is a plus. ·
- Knowledge of the San Antonio or youth arts community is a plus. ·
- Proven record as a successful fundraiser. ·
- Outstanding written, oral and interpersonal communication skills. ·
- Strong planning, organizational and analytical skills. ·
- Ability to positively motivate and develop staff, board, and volunteers and build consensus. ·
- Ability to work collaboratively with all sectors of the community, the Board of Directors and staff.
- Bilingual/Bicultural and Spanish fluency are a plus

#### **Core Competencies**

- Cultural Competency and Passion for the Mission
- Strategic and Entrepreneurial Thinking
- Relationship Builder and Collaborator
- Commitment to people's success, growth, and development
- Empathetic listening and relationship skills
- Commitment to social justice
- Creative youth development

**Compensation:** Salary range \$75,000-\$100,000 commensurate with experience, 401K, and health benefits.

**Starting Date:** Immediate

**Procedure for Applying:**

Qualified candidates should e-mail a current resume, together with a cover letter indicating interest in the position and salary requirements to [board@saysi.org](mailto:board@saysi.org). **Deadline is March 1 or until the position has been filled.**

**For more information about our organization, visit [SAY Sí](#). SAY Sí is an Equal Opportunity Employer.**

*\* SAY Sí defines marginalized communities as BIPOC, women, LGBTQ+, and the economically disadvantaged.*