

Job Description:

BHA Program Director



Summary:

The Brew House Association (BHA) is a non-profit organization established in 1991 to provide a supportive environment for artists to live and work. Its mission is to provide artists with the support necessary to foster invention, creation, and collaboration, and encourage creative risk-taking and the pursuit of artistic excellence.

The BHA is seeking an Program Director to administer the organization's programmatic, marketing, and fundraising efforts. In addition to their focus on these responsibilities, the Program Director will report to and work in conjunction with the organization's Board of Directors.

Responsibilities:

PROGRAMMATIC

- Design and implement innovative programs to encourage collaboration, professional development, growth of small businesses, community empowerment, and out-of-the-box learning
- Collaborate with the Programming Committee of the Board of Directors to execute annual exhibitions schedule for the BHA Gallery
- Coordinate with organizations that rent the gallery for exhibitions
- Facilitate the implementation of the Distillery Program
- Contract with a number of freelance arts professional to help design and deliver BHA arts and community outreach programming
- Work with BHA Board and Directors and local stakeholders in South Side, Mon Valley, and Hill Top communities to develop and deliver relevant, arts-centered outreach programming
- Structure gallery hours, recruit volunteers and manage volunteer schedule
- Manage exhibition contracts
- Work with BHA tenants to develop collaborative programming
- Provide opportunities for Brew House residents to engage with BHA

FUNDRAISING

- Research new local and national foundation grant opportunities
- Grow individual giving by coordinating 1-2 annual fund campaigns per year
- Plan and coordinate fundraising events for BHA
- Coordinate fundraising strategies with program related activities
- Author and coordinate material for grant proposal and report for BHA's foundation supporters

- Create corporate sponsorship program and engage with new potential corporate donors
- Design and implement strategic development plan that enables the BHA to realize its contributed income targets

MARKETING

- Design and/or coordinate the design and production of marketing collateral of BHA's business development and programs
- Create and publish content for the BHA's website
- Create and publish content using the BHA's various social media platforms

Education & Experience

- Undergraduate degree required in either Arts Administration, Nonprofit Management, or Business (Master's degree strongly preferred)
- 3-5 years of experience in an administrative position at a nonprofit organization, which included interfacing with a Board of Directors, leading people, developing and managing budgets, and developing and implementing strategy
- Competency in Microsoft Office products including Word, Excel, and PowerPoint
- Competency with Adobe Creative Suite products including InDesign, Illustrator, and Photoshop

Abilities & Traits

- Commitment to excellence and inclusivity in the creative sector with a demonstrated dedication to high professional ethical standards and a diverse workplace
- Understanding that the arts is capable of community enrichment and economic development
- Belief that lasting and impactful 21st century innovation will arise at the intersection of art, technology, and community
- Exceptionally capable at rapid problem solving
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- Demonstrates leadership and vision in managing staff groups and major projects or initiatives
- Excellent interpersonal skills and a collaborative management style.
- Program Budget development and oversight experience
- Excels at operating in a fast pace and diverse community environment
- Ability to challenge and debate issues of importance to the organization
- Ability to look at situations from multiple perspectives
- Analytical and persuasive with details and facts
- Delegate responsibilities effectively
- Ability to work evening and weekends as needed

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested.

Compensation

TBD

How to Apply

Please send resume, cover letter, and three references to:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to write and/or type; and talk or hear. The employee is occasionally required to stand, walk, and bend. The employee may occasionally lift and /or move up to 10 pounds. The work environment characteristics are representative of those an employee encounters in an office environment.

Diversity Statement

BHA is dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment and strongly encourages applications from minorities and women.

BHA values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. The BHA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs and other BHA administered programs and activities.