

**Greater Des Moines Public Art Foundation**  
**Executive Director**

**JOB SUMMARY**

Directs the Greater Des Moines Public Art Foundation, a 501(c)(3) nonprofit, in building a world-class collection of temporary and permanent public art, which reflects and enhances the multicultural, diverse character of its citizens and engages with the larger world. This position will be the lead resource and public presence for advancing the vision and mission for public art and public art education. The role is physically and organizationally based in Des Moines, Iowa.

**MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited college or university, with emphasis in fine arts, art history, architecture, landscape architecture, arts administration, and/or urban planning/design is recommended. A minimum of five years of non-profit experience building community relationships, project management, and fund/financial development is preferred as well as a demonstrated facility with contemporary art.

The Greater Des Moines Public Art Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment with regard to all characteristics protected by applicable federal, state, or local laws and ordinances. In compliance with the Americans with Disabilities Act, the Foundation will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Greater Des Moines Public Art Foundation.

**ESSENTIAL FUNCTIONS**

**I. Artist Selection and Project Management**

**A. Artist Selection**

- Research, nurture, and maintain opportunities for artists and creative placemaking.
- Identify and develop unique and/or innovative opportunities for projects that can have particular impact on Greater Des Moines.
- Develop and promote shared interest in artists who complement our collection.
- Prepare and submit requests for qualifications and proposals.
- Manage selection panels.
- Manage calls for artists.

**B. Project Management**

- Set measurable outcomes and evaluate along the way, while projects are being completed and at completion.
  - Liaise with artists and coordinate with contractors, fabricators, shippers, and installers as needed for successful outcomes.
  - Establish and oversee budget and time frame for each project.
  - Build qualified teams for all aspects of each project.
  - Partner with Des Moines legal counsel on authoring and tracking artist contracts and keep consistent and accurate records.
  - Coordinate and facilitate meetings.
  - Conduct site visits.
  - Research to assist with artists' needs.
  - Provide project updates to stakeholders including the individuals financially supporting the project.
- C. Collection Management & Conservation
- Document and track all relevant project developments and programs.
  - Manage maintenance, conservation, protection, and documentation of the collection.
  - Process deaccessions.
- D. Education and Engagement
- Establish new educational programming for the Greater Des Moines community around the art/collection. Maintain ongoing educational efforts and partnerships.
  - Explore and develop programs with partner organizations with educational outcomes that benefit the diversity of community members and visitors.
  - Energize public engagement with artworks, using a variety of media, programs, and strategies. Encourage engagement to feed further community and individual development.
  - Monitor public discourse and conversation regarding public artworks in the area and beyond.

## **II. Building and Managing Community Relationships**

- A. Develop and manage crucial relationships with key stakeholders, including Board members, city of Des Moines officials, Greater Des Moines Community Foundation, Greater Des Moines Partnership, Iowa Arts Council, businesses, grass roots organizations, community supporters, artists, architects, and engineers.
- B. Maintain regular dialogue and strong working relationships with stakeholders.
- C. Communicate the necessary information to the Board as required to govern effectively. Identify gaps in Board perspectives and expertise, and collaborate with members to fill them. Apprise Board of proposed art projects, whether instigated by the Foundation or by members of the community.
- D. Respond to public inquiries about potential projects, and guide the community to follow established processes in identifying, selecting, and compensating artists, and to prioritize public access when evaluating the best placement for artworks.
- E. Manage the compulsory review process for non-Foundation proposed public art projects, facilitating the Board's recommendations.
- F. Stay connected with members of the community who have expressed interest in conceptualizing, pursuing, and supporting public art.

- G. Communicate actively with individuals and organizations who are seeking to place art to ensure that artworks selected meet the Foundation’s standards.
- H. Leverage technology to build community engagement through the Foundation’s web-site, apps, social media, education, and programming.
- I. Evaluate community relationships, in partnership with the Board, to improve future commissions and working relationships. Seek partner feedback.
- J. Manage presence and development of the GDMPAF website, apps, and social medial accounts.

**III. Fund Development and Financial Performance**

- A. Develop short- and long-term planning for fund development and strong financial performance.
- B. Educate the city of Des Moines, community supporters, grant makers, and potential donors on the value and return on their investment in the GDMPAF’s collection.
- C. Identify and secure grants to support administrative expenses, artist fees, web-site and app design, education, programming, and installation.
- D. Educate each Board member on their role in fund development when they join the board and annually, e.g., making an annual gift and a special project gift; asking/encouraging people in their networks to make like donations; explaining the pledge and payment process.
- E. Explore opportunities for securing “in kind” donations from, for example, the city, local businesses, and collaborators.
- F. Ensure financial transparency. Collaborate with the Board treasurer and the Greater Des Moines Community Foundation’s team on the budget and accuracy of monthly and annual financial reports. Work with auditors.
- G. Research options for developing a consistent revenue stream, e.g., membership programs or quarterly contributions in support of public art projects that are in process.

**SKILLS AND ABILITIES**

- A. Strong leadership skills with the ability to communicate the GDMPAF’s mission and vision.
- B. Excellent verbal and written communication skills.
- C. Strong analytical and problem-solving skills.
- D. Ability to function independently and uphold deadlines in what can be, at times, fast-paced and intensive situations.
- E. Proficient with Microsoft Office Suite; familiarity with or ability to learn budget software and various social media platforms.
- F. Supervise the organization, contractors, and/or volunteers. Develop and implement performance expectations and conduct performance reviews and/or project evaluations, as applicable.
- G. Develop policies and procedures for the organization, contractors, and/or volunteers.

**PHYSICAL REQUIREMENTS**

- A. Prolonged periods sitting at a desk, working on a computer, and ability to move through various public art installations/projects. Example: leading tours and physically supervising installations.
- B. Expected to be able to regularly lift up to 15 pounds and occasionally lift up to 25 pounds.
- C. Physically able to climb ladders, bend and lift objects.

