



Executive Director, Artlink

Role Summary

The Executive Director is responsible for leading the execution of Artlink's 2026–2028 Strategic Plan in partnership with the Board of Directors. This role owns revenue growth, financial sustainability, and the long term positioning of Artlink as a regionally rooted and nationally respected contemporary visual arts organization. The Executive Director ensures that strategy is translated into execution across revenue, programming, leadership, and systems.

Core Responsibilities

Revenue and Financial Leadership (Primary Responsibility)

- Own and drive all revenue strategy aligned to Artlink's goal of \$300,000+ annual operating revenue
- Lead revenue diversification across earned and contributed income including memberships, programs, sponsorships, events, and donations
- Build and maintain relationships with major donors, sponsors, and community partners
- Lead donor cultivation, sponsorship development, and campaign execution
- Lead the efforts for prospecting, cultivating and assuring accountability for grant writing and reporting.
- Partner with the Board to activate fundraising and expand networks
- Establish systems that create predictable, recurring revenue
- Ensure progress toward operating reserves, sustainability funding, and consistent revenue performance

Organizational Leadership and Systems

- Build and maintain a stable, repeatable organizational structure
- Clarify roles, responsibilities, and accountability across staff and board
- Document and implement core operating systems including programming, development, and operations
- Lead performance management and staff development
- Create long term organizational durability through strong systems and leadership consistency

Strategic Plan Execution

- Lead full execution of Artlink's 2026–2028 Strategic Plan across all priorities
- Align staff, board, and committees around strategic priorities and measurable outcomes
- Translate strategic goals into clear plans, timelines, and accountability
- Drive progress across financial systems, membership growth, programming expansion, and leadership structure
- Lead quarterly review of performance and adjust execution as needed

Board Partnership and Governance

- Serve as the primary liaison to the Board of Directors
- Provide consistent reporting on financial performance, strategic progress, and organizational health
- Support board engagement in fundraising, governance, and execution
- Align board committees to strategic priorities and ensure effectiveness
- Strengthen board structure, expectations, and long term composition

Programming, Artists and Institutional Credibility

- Support and elevate Artlink's exhibition and education programming
- Ensure programming aligns with goals for artist growth, engagement, and credibility
- Expand artist reach beyond regional markets and increase submission volume and quality
- Strengthen the Artist Panel as an advisory and strategic body
- Ensure programming contributes to both mission impact and financial sustainability

Community Leadership and External Presence

- Serve as the public face of Artlink in the community and broader arts ecosystem
- Build partnerships with regional institutions and organizations
- Increase visibility, credibility, and positioning of Artlink
- Strengthen relationships with artists, donors, and community stakeholders

Financial Oversight and Reporting

- Own the organization's financial health and sustainability
- Develop and manage the annual budget aligned with strategic priorities
- Implement monthly financial dashboards and quarterly forecasting
- Ensure compliance, reporting accuracy, and financial discipline
- Maintain and grow operating reserves and long term sustainability funding

Success Metrics

- Annual operating revenue reaching \$300,000+
- Consistent and diversified revenue mix
- 90+ day operating reserve maintained
- Sustainability fund growth toward \$60,000
- Membership revenue increase to approximately 15 percent of operating revenue
- Increased donor retention and recurring donors
- 350–700 submissions per exhibition call
- Documented and implemented operating systems
- Expanded regional visibility and institutional partnerships

Ideal Candidate Profile

- Proven ability to grow revenue in a nonprofit or similar organization
- Strong relationship builder with donor and partnership experience
- Experience/ strong interest in the visual arts realm
- Strategic operator who can translate vision into execution
- Experience leading small teams and building systems
- Comfortable owning both external growth and internal accountability
- Aligned with Artlink's mission and committed to long term institutional growth

Salary:

- Recommended range of \$35-\$40 per hour. Salary/ Hours are to be negotiated based on candidate profile, success metrics and the needs of the organization.

Apply:

- If interested, please send cover letter and resume to careers@artlinkfw.org