

Position Available

Position: **ASSISTANT DIRECTOR**
 Full-time, 40 hours/wk, Monday-Friday, occasional evening and weekend hours
 Full Health and Vacation Benefits
 Salary commensurate with experience

SOUTHERN EXPOSURE (SoEx) is an artist-centered non-profit organization that is dedicated to supporting visual artists. SoEx strives to experiment, collaborate and is committed to education through it's programming in commissioning artist projects, exhibitions, events, and performance as well as arts education, publications, exchanges, and grant making. SoEx's innovative programming model creates a center for Bay Area artists in its Mission District space as well as off-site in the public realm.

An active presence in the Bay Area for 39 years, SoEx is continually evolving in response to the needs of artists and the community while engaging the public in artists' work. Central to our mission is to remain the most accessible space for visual artists to produce and present new work, learn, and connect. SoEx provide visual artists and youth with the tools and resources they need to experiment in an open and supportive environment. We also work to advocate to new, diverse audiences and build an ever-growing community of enthusiasts and supporters of the visual arts.

The Assistant Director reports to the Executive Director, and works closely with staff, the Board of Directors, Auction, Earned Income, and Fundraising committees. **The Assistant Director position offers an excellent opportunity for anyone interested in working in a creative and dynamic non-profit visual arts/arts administration environment.**

Position Description:

- **MEMBERSHIP/ ANNUAL FUNDRAISING:** Strategically develop Southern Exposure's Membership Program to help increase the organization's support base with oversight from the Executive Director. Maintain SoEx's new CiviCRM database, manage membership renewals and acknowledgements, coordinate membership benefits and related creative programs and events. Maintain with meticulous detail the database of donors, corporate and in-kind sponsors, event attendees, art collectors, prospects, and event vendors. Maintain and manage online giving tools and track recurring donations. Oversee development of evolving and new membership materials annually. Sit on SoEx's Fundraising Committees and work with the Board of Directors to realize board directed initiatives.
- **AUCTION:** Manage the Annual Art Auction Fundraising event. Co-develop and work with the Auction Planning Committee, seek sponsorship and donations from businesses, work with Executive Director to coordinate art donations, produce invitation and auction catalog, and manage auction intern. Manage the Auction Committee and work with entire staff and Board to realize event.
- **MONSTER DRAWING RALLY:** Collaborate with SoEx Staff and the MDR intern to manage this annual fundraising event. Contract venue, secure in-kind donations and hospitality, manage event finances, oversee design and mailing and related print materials. Work with ED to support the growing national network of organizations who utilize the MDR event as a model.
- **FINANCE:** Manage day-to-day bookkeeping, payables, receivables, deposits, sales boxes, and petty cash. File quarterly sales tax. Develop and manage project expense budgets for Auction, MDR and Fundraising.. Knowledge of basic bookkeeping skills. Support preparation for annual Audit and work with ED and bookkeeper on monthly reconciliations and reporting.
- **ALTERNATIVE EXPOSURE GRANT PROGRAM:** Coordinate SoEx's re-granting program, *Alternative Exposure* under the supervision of the Executive Director. Help develop the strategic direction of the program. Manage production of application print materials, application mailing and distribution and community outreach to effectively spread word about opportunity. Manage a dedicated intern on application intake, processing, communication, and grant database. Organize and co-lead application informational sessions and organize jurying sessions. Manage timely correspondence with grantees, upkeep of Alternative Exposure website, and general related administration. Maintain program archive and ongoing relationship with grantees.

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Position Description, continued:

- **GRANTS:** Assist in preparation of grant invoices, reimbursement reports, grant applications and final reports. Help track deadlines and opportunities and support funder stewardship.
- **EDITIONS/EARNED INCOME:** Work closely with the Earned Income Committee to support the development of new initiatives that support the growth of SoEx's earned revenue programs. Projects include limited editions, events and strategic partnerships. Coordinate the production, marketing, and tracking of limited edition artworks and merchandise and partnerships. Manage retail and web store sales, inventory, and fulfillment process.
- **FACILITIES RENTAL:** Develop new materials and process for space rental program. Develop program overview, contracts, rental schedule, and online inquiry process. Review inquiries, serve as main point of contact for possible rentals, manage rental events and contract support as needed.
- **ADMINISTRATION:** Maintain SoEx's contracts, insurance policies, and records. Ensure annual state and federal filings occur in a timely manner. Maintain equipment leases and contracts and inventory. Provide assistant support as needed.
- **VISIBLE ADVOCACY:** Serve as an advocate of Southern Exposure's mission and act as a spokesperson to the public and media. The Assistant Director will enhance the reputation, role and recognition of Southern Exposure in the broader community, build and enhance relationships with members, donors and business sponsors by attending and organizing events.
- Assist in day-to-day operations of the organization and all related programs, including installation, gallery maintenance and public events.

Qualifications: Applicants must possess Bachelor's Degree plus a minimum three years proven skills in the areas of arts administration, non-profit fundraising, finance, and at least one-year managerial experience. Position requires strong communication, organizational, writing, and computer skills. Artistic background preferred. Knowledge of local, national, and international contemporary art important. Applicant must be able to show personal initiative as well as be able to work collaboratively as a member of a team. Must enjoy working in an informal, creative and fast-paced environment. Artists are encouraged to apply. Macintosh, CiviCRM and Filemaker Pro experience recommended. The Assistant Director will support the mission of Southern Exposure and maintain its diversity of experiences, cultures, professions, ages, genders and ideas.

To Apply: Send cover letter, resume, short writing sample, and names and phone numbers of three references to: Assistant Director Search, Southern Exposure, 3030 20th Street, San Francisco, CA 94110. Please do not submit applications electronically.

Opening date: August 13, 2013

Deadline to submit application: September 13, 2013 (applications must be received in the SoEx office by 6pm on this date. This is not a postmark deadline.)

Projected start date: October 2013

Southern Exposure is an equal opportunity employer committed to diversity. Persons of color are strongly encouraged to apply.