

**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.**  
**Chief Executive Officer**

**BOPA's Mission**

The mission of the Baltimore Office for Promotion & The Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support. BOPA produces festivals, special events and promotions for Baltimore City and develops and administers funds, grant programs and community workshops.

BOPA is committed to meeting the arts and culture needs of Baltimore's residents, businesses, artists, arts organizations, and arts education institutions. The City has a long and illustrious reputation as a hub for arts and culture and counts among its population internationally renowned artists as well as acclaimed arts and cultural institutions. BOPA also has as its purpose the goal of amplifying the work of emerging artists, supporting informal art practice and cultural events at the neighborhood level, thus ensuring that all Baltimoreans have exposure to high quality arts and culture experiences.

**Position Description**

The Chief Executive Officer (CEO) sets the vision and future strategy for BOPA in conjunction with the Board of Directors and is responsible for establishing and facilitating the successful execution of the organization's tactical and strategic plans. BOPA is comprised of two non-profit 501(c)(3) corporations Baltimore Office of Promotion & The Arts and the Baltimore Festival of the Arts (BFAI) with a combined Board of Directors. BOPA also manages the Bromo Seltzer Arts Tower LLC. (BSAT). Leading a diverse and experienced team of professionals, the Chief Executive Officer ensures the quality of life for the citizens of Baltimore through a multi-faceted program of public art, art education, special events, festivals, cultural tourism and film industry growth that also provides significant economic impact for the City. The CEO is a full-time, exempt position with responsibilities including but not limited to:

**CEO Responsibilities**

**Fiduciary Role**

- Oversee strategies developed and implemented by the Chief Financial Officer (CFO) to successfully balance the operating budgets for the Baltimore Office of Promotion & The Arts, the Baltimore Festival of the Arts, Inc. and the Bromo Seltzer Arts Tower LLC.
- Manage an annual operating budget of \$12 million.
- Execute strategies, policies and operating procedures to ensure strong internal controls and efficiency.
- Work closely with the CFO to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors with regard to investment risk or deficits.
- Ensure that all financial operations meet best practices so that BOPA/BFAI maintains sound financial footing. Oversight includes operating, endowment, and investment accounts.
- Oversee and assist the Chief of External Affairs and Development Director in raising sponsorship dollars from local, regional and national sources, and identifying grants to fund programs and events of BOPA/BFAI.

## Programs

- Oversee the necessary resources and the implementation of BOPA's/BFAI's 40+ annual events, activities, programs and facilities to produce creative and educational programming that is artistically and thematically diverse and that enriches artistic experiences for the citizens of and visitors to Baltimore.
- Evaluate programming to ensure high quality, high impact and efficiency.

## Operations

- Manage operations and report on same to the Board by keeping abreast of departmental initiatives.
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals in accordance with budget parameters and strategic objectives. This includes but is not limited to overseeing recruiting, managing and evaluating the staff on a regular basis, establishing specific annual objectives for each direct report.
- The Chief Operating Officer, Chief of External Affairs, Chief Financial Officer and the Executive Assistant report directly to the Chief Executive Officer with respect to their areas of responsibility.
- Work closely with Human Resource Director regarding hiring practices, payroll and benefits.

## City Arts

- Serve on the Mayor's Cabinet at his/her request and act as the primary liaison on behalf of the Mayor on issues related to City's established and emerging creative industries, cultural and performing arts attractions and city-wide special event production to ensure a strong communication between all stakeholders.
- Ensure that BOPA's/BFAI's programs are aligned with the Mayor's initiatives addressing quality of life, economic development, cultural tourism and the goals of a City rich in cultural opportunities.
- BOPA serves as the City's designated Arts Council and the CEO serves as the City's primary representative on national arts and events organizations such as Americans for the Arts, National Endowment for the Arts, United States Urban Arts Federation, etc. Attend annual meetings, provide regular reports and monitor national trends and implications for local initiatives.
- Represent BOPA and the City on city-wide and national/international promotions and all major arts related events that are produced in the City. In addition, represent BOPA when designated as the lead organization providing logistical support as well as the fiduciary responsibility ensuring the highest quality and standards are met.
- Serve as the City liaison and/or as a board member to major municipal art and cultural organizations such as the Baltimore Museum of Art, the Walters Art Museum, Maryland Historical Society, Municipal Arts Society, Baltimore National Heritage Area, Greater Baltimore Cultural Alliance, Visit Baltimore and the Friends of Army/Navy Executive Committee.
- Represent BOPA as required, including attendance at important City functions, and annual meetings of member organizations such as the Greater Baltimore Committee, Visit Baltimore, Waterfront Partnership and Downtown Partnership.

## Governance

- Act as the primary liaison to the BOPA/BFAI Boards of Directors and serves as an officer on both of the boards.
- Provide reporting and communications to keep the Boards involved and engaged.
- Seek both in-kind and monetary support from Board members to encourage 100% giving/philanthropic support.
- Assist in recruiting new Board members to ensure diversity and professional representation on each board.

## Minimum Qualifications

- Bachelor's required or Master's Degree (preferred) in non-profit, business or arts management from accredited college or university.
- Minimum of 15 years progressively responsible experience in the arts.
- Ability to lead the organization and foster a productive and collaborative work environment.
- Ability to attract, motivate and develop the professional staff, empower them to do their jobs and manage their performance of specific and stated objectives.
- Strong ability to organize effectively, delegate responsibly, solve problems quickly and communicate clearly.
- Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts.
- Strong interpersonal and communications skills, as well as an ability to work effectively and build relationships with a broad range of constituencies in a broad and diverse community.
- Skills to periodically examine operations and procedures and to lead change (with Board Approval) as policies, strategies and circumstances change.
- Demonstrate a working knowledge and understanding of art appreciation and art history, event planning and implementation and financial management.
- Ensure that the affairs of BOPA/BFAI are conducted in a legal and ethical manner, consistent with the current professional principles of like organizations practice, laws and regulations.
- Personally represent the organization in a professional manner with all individuals and organizations on a city, state, regional and national level.
- Successful experience in managing a complex non-profit or business enterprise similar in size or larger than BOPA/BFAI.
- Must live or be willing to relocate within six months to Baltimore City.

## Application Process

Submit cover letter and resume (with your name and job title in subject line) as one pdf document by September 11, 2017 to: [CEOSearch@promotionandarts.org](mailto:CEOSearch@promotionandarts.org). No Phone Calls Accepted

*The Baltimore Office of Promotion & Arts is an Equal Opportunity Employer. Our mission is to mirror the rich diversity of the citizens of Baltimore that we serve. This means that we at BOPA exhibit the policies and practices of Diversity; that all people are accepted regardless of race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status and more. We strive to create a work environment that provides all employees equal access to information, development and opportunity.*