



EXECUTIVE DIRECTOR

Job Description

Petaluma Arts Center

Job Title: Executive Director

Reports to: Board of Directors

Classification: Exempt, Part-time

Benefits: not currently available

Schedule: M-F, flexible, includes occasional evenings and weekends

Salary: \$57,000 for an expected average of 20 hours per week

Start Date: September 1, 2025

About Petaluma Arts Center (PAC)

PAC first formed in June 1998 as the Petaluma Arts Council. Ten years later, with the support of the City of Petaluma and a generous donor, we opened the Petaluma Arts Center next door to the Petaluma Visitors Center and the SMART Train station. Today, through diverse art exhibitions, performances, education, and stimulating discussions, we highlight creativity in Petaluma and Sonoma County. We are a passionate bunch of over 500 members who create OUR arts center through volunteering, community donations, business networking, and collaborations.

Mission: PAC is dedicated to enriching lives through the power of art, community and education. We provide a hub and welcoming space for local exhibitions, events and classes that celebrate diverse artistic expression.

Where We Are Now: Thanks to the hard work of the Board and staff, PAC emerged from the pandemic stronger than ever. We've expanded our programming, added more open hours, revamped our website, grown our membership and board, and clarified our mission and goals. We launched a "Create Our Future" campaign to raise \$300K in 2025 so we can expand our leadership, structure, and programming. We offer resources for creatives, art-lovers, youth, seniors, and underserved populations. We are a *community* arts center, so we serve our public.

Where We're Going: We've already raised 25% of our fundraising goal, and are on track to reach 50% by the Fall. Our first objective is to hire an Executive Director and Program Manager. Additional goals include expanding programming and open hours, growing our donor base, creating new partnerships in the community, and building brand awareness. As our budget grows, we plan to hire more staff and build PAC into a recognizable hub of Petaluma's creative community, a draw for tourism, and a valuable resource for all of our diverse populations.

Position Overview

The Petaluma Arts Center is seeking a visionary, entrepreneurial leader to guide the organization into its next phase of growth and innovation. The Executive Director (ED) will work collaboratively with the Board of Directors and staff to implement strategic plans and modernize business operations. The ED will be responsible for advancing the organization's mission and achieving both programmatic and financial goals (our current annual budget is \$150,000, and our goal is \$300,000). The ED will engage diverse audiences and represent Petaluma Arts Center in the community.

Ideal candidates will bring demonstrated experience in nonprofit or business leadership, fundraising, strategic planning and financial management. The role requires strong interpersonal skills, business acumen, and the ability to lead with vision and integrity. A sense of humor is highly valued. The ED works closely with the Board, Program Manager and Volunteer and Membership Manager, and reports directly to the President of the Board of Directors. A connection to Petaluma, Sonoma County and the arts community is a plus.

This is a part-time position with the potential to expand as the organization grows.

Job Duties and Responsibilities

Strategic Planning

- Create an annual strategic plan with the Board which includes programming and financial goals. Establish metrics or benchmarks to monitor success.

Operations and Leadership

- Advance the Board's strategic plan in the areas of fundraising, program development, grant writing, donor development, and creating an operational plan with staff
- Supervise current part-time staff; oversee daily operations
- Develop agendas and support materials for monthly board meetings
- Update annual impact report
- Oversee financial management in partnership with the Board Treasurer
- Support the Volunteer Manager to promote active and broad participation of volunteers in all areas of the organization's work

Grant Development and Fundraising

- Collaborate with the Board of Directors to carry out its work, through donor identification and cultivation, fund-raising events, grant-writing, and other opportunities
- Oversee research of part-time grant-writer to identify grant opportunities from foundations, corporation and government sources
- Prepare and submit compelling grant proposals

Community Engagement and Partnerships

- Position PAC as a respected voice in the local arts community; continue to guide our commitment to equity, education and cultural access
- Act as a visible and effective ambassador for the organization, representing its mission and values to public agencies, civic groups, and the broader community.
- Build partnerships with other nonprofits, schools, and community organizations to expand the reach and impact of programs.

Program Development

- Foster staff leadership by encouraging active participation in planning, development, evaluation, and quality improvement initiatives
- Identify and pursue opportunities to expand services to new and underserved community members
- Stay informed on key trends and advancements in arts programming

Professional Experience

- Minimum of 5 years in a related field, encompassing program development, fundraising, financial oversight, and communications
- Demonstrated leadership in personnel management and organizational strategy
- Proven success in cultivating donor relationships and building community partnerships
- Excellent written and verbal communication skills
- Experience in creating and executing strategic plans, including the identification of measurable outcomes
- Strong organizational abilities with a high level of initiative, attention to detail, and the capacity to manage deadlines effectively

Knowledge, Skills, and Abilities

- In-depth understanding of institutional operations and relationship-building best practices
- Comfort or ease in fundraising practices.
- Exceptional interpersonal skills with a professional demeanor
- Ability to thrive in social and public settings with a demonstrated passion for the arts
- Excellent administrative and time-management skills.

- Flexibility and adaptability when working with a small, collaborative team

Working Conditions

This is a part-time position with work hours occasionally outside regular business hours; evenings and weekends. Work can occur in the office and at home; some weekly on-site time is required.

Application Process

Interested candidates should submit the following to info@petalumaartscenter.org as a PDF:

1. A cover letter explaining your interest in the role and relevant experience.
2. A resumé or CV.
3. Two references.

A review of candidates will occur in mid-August. After the initial review, there will be a preliminary Zoom call. This will be followed by a panel interview which includes two board members and two staff.