



PENNSYLVANIA GUILD OF CRAFTSMEN is the nation's 7th largest craft membership organization with approximately 1,200 members in 33 states. We are a 501c3 craft education nonprofit which sponsors educational opportunities and Fine Craft Fairs that reach more than 70,000 people annually.

EXECUTIVE DIRECTOR

(No relocation assistance available)

Work Location: Center for American Craft, Lancaster, Pennsylvania

Description: The Pennsylvania Guild of Craftsmen, founded in 1944, is seeking a visionary leader, skilled manager and strong fundraiser as its next Executive Director. The Guild is a 501c3 craft education nonprofit that is supported in part by its sister nonprofit, 501c6 Pennsylvania Designer Craftsmen, which guides the Fine Craft Fair aspect of the mission. The Guild has a staff of 1 full-time and up to 7 part-time employees, and is governed by a board of 15 artisans and community members. Combined annual operating budgets are more than \$283,000. The mission focuses on fine craft education, assisting artisan members and promoting their work, operating a retail store and sponsoring Fine Craft Fairs. For more information, visit www.pacrafts.org

Job Summary: Reporting to the Pennsylvania Guild of Craftsmen Board of Directors, the Executive Director will be responsible for overall implementation of the Guild's long range plan, educational programs, a retail store, membership relations and community outreach. The Executive Director will develop and lead a strong fundraising program which successfully engages new and old audiences in Guild activities. He or she will also support and assist the Pennsylvania Designer Craftsmen Board in planning and coordinating 3-4 Fine Craft Fairs each year.

RESPONSIBILITIES:

- Provide visionary, strategic and decisive leadership.
- Increase and diversify donor / sponsor funding through cultivation of individual contributors, foundations, corporations and government sources; write or review grants.
- Provide sound fiscal oversight and financial management; prepare and manage budgets.
- Expand and develop strong relationships with Guild members and with the thirteen regional chapters the Guild serves.
- Work with Staff to guide the development and growth of all programs including Fine Craft Fairs, educational workshops, retail store, exhibitions, events and jurying.
- Work closely with the Board to assess and update the current long range plan.
- Ensure ongoing programmatic and operational excellence.
- Build partnerships with other fine art/fine craft organizations within the communities in which the Guild is represented.
- Serve as the public face of the Guild; raise visibility of the Guild at local and state levels.

- Provide leadership in areas of human resources and administration.
- Sustain a collaborative and respectful work environment; nurture and support staff.
- Lead, motivate and inspire others to achieve the Guild’s mission and vision.
- Perform additional duties and projects as required.

REQUIREMENTS

- Bachelor’s degree required; graduate or advanced degree preferred. 5+ years in leadership role(s) with specific experience in nonprofit leadership. Strong financial and business manager, knowledge of QuickBooks and other office software. Demonstrated fundraising experience.
- Ideal candidate will be a creative visionary leader, strategic thinker, high energy “people person”.
- Requires excellent verbal and written communication skills, must be a good listener and able to articulate vision. Passionate about the mission of the organization, hardworking with a hands-on style.

ADDITIONAL REQUIREMENTS

- Possession of a valid Pennsylvania driver’s license, insurance and full access to a vehicle.
- Travel for day/evening meetings and weekend events.
- Able to pass a criminal background investigation.

ADDITIONAL INFORMATION

- Compensation: competitive salary and benefits with a variable 4 day a week work schedule.
- No relocation assistance available

How to apply: Applicants should email the following information to EXDPAGuild@gmail.com

Resume with cover letter expressing your interest and outlining how you meet the requirements of the position, current salary or salary requirements. Contact information and a minimum of three professional references (Name, affiliation, and phone)

Deadline to apply: March 31, 2017

The Pennsylvania Guild of Craftsmen does not discriminate in hiring, membership and provision of services with regard to race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin or presence of sensory, mental or physical disability.

Pennsylvania Guild of Craftsmen’s mission statement: The Pennsylvania Guild of Craftsmen's mission is to create opportunities for traditional and contemporary artists, makers, craft lovers and collectors through education, patronage, advocacy and community.