

Executive Director

The Vera Project



The Vera Project is an all-ages volunteer-fueled music and arts venue located in the Seattle Center campus. By engaging participants in a wide spectrum of music production and community organizing, Vera fulfills its mission to foster a participatory creative culture through popular music concerts, arts programs, experiential learning and volunteer opportunities for all ages, especially young people.

VERA was founded in 2001 in response to the dire lack of all-ages popular music concerts in Seattle. At the time, the Teen Dance Ordinance made all-ages concerts prohibitively expensive and difficult to produce, leaving youth under 21 with no legal means to experience and participate in popular music. Based on the volunteer-fueled club, VERA Groningen, in the Netherlands, The Vera Project has served as a model and inspiration for many all-ages organizations in other cities and has become part of a larger national movement defining a culture of all-ages, participatory music and arts.

Position Overview

We are searching for a **motivational and empowering** Executive Director to lead The Vera Project into the next stage of its legacy through **dynamic, high-visibility, collaborative leadership**. The Executive Director will build on the organization's mission and history to sustain the unique DIY culture and programs while actively establishing strong new partnerships and funding sources to ensure VERA's continued success and relevance in the community. They will foster a place for **youth voice and leadership** at all levels of the organization, including in the greater Seattle community, and support the production of events and learning opportunities based in the local music and arts scene. The ED fosters a culture of **collaborative accountability and transparency** across the organization. We seek someone who is ready to fiercely embody the meaning of VERA, which stands for 'Veri Et Recti Amici,' meaning 'True and Sincere Friends.'

The Vera Project is an Equal Opportunity Employer. People of color, queer, transgender, and nonbinary folks are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

Major duties

Programming and Partnerships

- Working with the governing membership base, develop and manage public programs, including guidance and direction for curriculum, curation, logistics, promotion, and evaluation.
- Maintain and develop partnerships and collaborations with festivals, arts organizations, schools, and other local organizations.

- Represent The Vera Project programs and membership base to public agencies, organizations, and the general public.
- Direct and support the efforts of other programming staff, including the Participation Coordinator and Talent Buyer.

Fundraising and Public Relations

- Nurture relationships with current major donors and cultivate new relationships with individual donors and other financial supporters to ensure the financial health of the organization.
- Work with the Development Coordinator to create a development plan with goals, strategies, and measurements that support the organization's sustainability.
- Serve as the chief spokesperson for the organization for media, events, and other public forums.
- Guide the maintenance and development of effective communications, public relations, and fund development strategies with staff and other stakeholders.

Governance

- Serve as primary liaison to the Board of Directors and broader membership base.
- Facilitate governance process, supporting the varied and individual voices of the governing membership in creating and developing effective policy.
- With the board, membership, and staff, develop and implement long-term strategic plan and ensure everyone is accountable to the organization's goals (and celebrate progress!).
- Evaluate and communicate the impact of Vera's work in relation to specified goals and objectives.
- Work closely with key staff, membership, and board members in the development, recommendation, and adoption of the organization's budget.
- Support ongoing board professional development within and outside the organization, which includes supporting and encouraging board members to strengthen skills in fundraising, financial management, and practices around racial and social justice.

Administration

- Serve as the chief executive, overseeing all day-to-day administration of the organization.
- Hire, orient, supervise, and train lead staff. Evaluate staff at least annually in the performance of their duties.
- Maintain human resource practices that promote a productive workplace.
- Negotiate and sign contracts on behalf of the organization.
- Provide financial oversight and ensure the implementation and development of strong internal controls, overseeing and supporting the efforts of all staff.
- Monitor maintenance of official records and documents in compliance with federal, state and local regulations.
- Review and approve all staff expenses, reimbursements and human resource requests.

Other Duties

- Maintain a working knowledge of significant developments and trends in the fields of nonprofit administration, arts management and the music industry.
- Perform other functions as needed to sustain the mission of the organization.

Qualifications

- Has earned a bachelor's degree from an accredited college or university or equivalent experience.
- Possesses three year's minimum experience in leading successful organizations in the non-profit or for-profit sectors.
- Possesses three years of supervisory experience in a diverse working environment, including experience managing, training, and motivating staff and volunteers.
- Has successful experience working with people of diverse ages, ethnicities, cultures, races and socio-economic backgrounds.
- Has a strong anti-oppression analysis with a lived commitment to racial and social justice in both personal and workplace context.
- Holds a great understanding and respect for Vera's history and accomplishments while bringing new energy and vision to build the next chapter.
- Has an understanding of non-profit financial management and proven ability to attract, develop, and sustain strong relationships with major financial supporters from the philanthropic, foundation, and corporate communities.
- Strong communication skills including excellent public speaking skills, listening skills, and written and verbal skills both in groups and individually.
- Has proven ability to attract, recruit, and inspire community members to become actively involved in meaningful ways.
- Demonstrated ability to successfully problem-solve, build consensus, and resolve conflicts.

Compensation

The annual starting salary for this position is \$55,000, depending on experience. Benefits include health coverage, paid time off for personal time, and eight paid holidays annually. This is an exempt full-time 40 hours per week position, and is based in Seattle, WA.

To Apply

Please submit your cover letter, resume, and contact information for 3 professional references to hiringcommittee@theveraproject.org. Position is open until filled. Applications received on or before **November 27th** will be given priority consideration.