**\*Job Vacancy Alert\***

ArtsTech is seeking an individual to be its next Executive Director. ArtsTech’s current Executive Director has announced his intention to retire the first half of 2021. This person will successfully lead and manage the business of the organization by planning, organizing, implementing and evaluating the varied projects and scope of work and developing ArtsTech personnel.

Qualifications include a graduate degree in Public Administration, Education, Social Work, Technology, Art, or a related area. Individual must have at least five (5) years administrative work experience in a social service or education area, preferably with an organization that serves at-risk youth and their families. Individual must have:

* Proven leadership skills and a record of high performance
* Effectively manage and administer a medium-size non-profit organization
* Proven performance of directing fund development plan and securing adequate funding to successfully operate as well as exceptional fiscal management skills
* Effective written and oral communication skills

## Preferred Knowledge, Skills, and Abilities

* Develop and implement programs and policies
* Lead and collaborate with a diverse group of staff; serve as a positive role model.
* Analyze reports, perform basic business statistical calculations, and draw correct inferences from data.
* Exercise exceptional judgment in developing and following policies and procedures and in conducting ArtsTech’s business.
* Knowledgeable about the Kansas City area

Salary Range: $70,000 - $85,000 depending on qualifications.

Interested candidates should send their cover letter and resume to:

Deanna Brauer de Palacios, Board President

ArtsTech Selection Committee

1522 Holmes Street

Kansas City, Missouri 64108

or, email your resume to selectioncommittee@artstech-kc.org. No phone calls, please.