



Executive Director

Sorrell is pleased to partner with the Houston Center for Contemporary Craft (HCCC) in its search for a new Executive Director. HCCC is a 501(c)(3) nonprofit arts organization founded to advance education about the process, product, and history of craft. For more than 20 years, HCCC has served as an important cultural and educational resource for Houston and beyond—one of the few venues in the country dedicated exclusively to contemporary craft and its expanding boundaries. A non-collecting institution, HCCC programming includes innovative exhibitions, a nationally recognized Artist Residency Program, a Craft Garden and a robust series of educational programs and initiatives for all audiences. HCCC is located in the heart of Houston’s Museum District, within walking distance of the Museum of Fine Arts-Houston, the Contemporary Arts Museum-Houston, and Lawndale Art Center. HCCC has a history of collaborating with local, national and international institutions. The current operating budget is approximately \$1.8M. For general information about HCCC please refer to <https://crafthouston.org/>.

Diversity, Equity, Accessibility and Inclusion (DEAI)

HCCC affirms its responsibility to ensure its operations and programming are as inclusive as possible for all audiences, and it is committed to increasing diversity in its staff and leadership in order to reflect Houston’s many demographics and diverse communities. See <https://crafthouston.org/about/inclusion-commitment/> for more information about HCCC’s DEAI efforts.

Position Overview

The overarching opportunity for the next Executive Director is to generate momentum for HCCC to become a beacon of craft excellence, innovation, and inclusion in the Houston cultural landscape. With a deeply personal commitment to HCCC and its community, the Executive Director will build and sustain relationships with current and future supporters and stakeholders, both locally and nationally, to heighten its visibility, reputation and impact.

The successful candidate will bring strong leadership skills to HCCC and will be able to articulate a clear vision for the organization. As the primary public face of the institution, the Executive Director must be a confident communicator comfortable engaging with local and national arts organizations, craft audiences, donors, artists, board, staff, and the general public. The ideal candidate will possess a strong financial acumen, along with a passion for the fields of craft, decorative arts, and/or design. HCCC is seeking a leader who will bring innovative thinking around supporting and engaging the community of craft artists, whether through convenings, workshops, idea exchanges and/or selling opportunities with the opportunity to re-open an exciting and welcoming retail space. The leader must value HCCC’s volunteers and be adept at working with and encouraging volunteer service through engagement, appreciation and recognition. He/she/they also will be invested in furthering the organization’s commitment to diversity, equity, accessibility, and inclusion in all areas.

Core Responsibilities and Duties

HCCC's Executive Director will focus on the following areas of responsibility:

Board Relations and Strategic Planning

- Serve as the primary interface with the Board of Directors and cultivate staff/Board relations
- Lead staff participation in involvement with Board committees
- Provide leadership on strategic direction for HCCC in collaboration with Board, and execute the Board's strategy to expand and sustain the organization's growth
- Demonstrate creative and expansive vision and the ability to execute that vision sustainably

Financial and Development

- Manage all budgets and investments with the support of finance staff and Board Treasurer
- Evaluate the current revenue model and modify to achieve growth goals
- Establish specific fundraising goals and direct the process to achieve them
- Work with staff to cultivate new donors, provide leadership to HCCC's major fundraising activities and events, and provide guidance to increase membership revenue

Staff and Operations Management

- Direct all Human Resources matters, including hiring, staff performance management, compensation and benefits; establish and execute professional development and succession plans and direct staffing requirements in collaboration with the Board; direct personnel policies and procedures for compensation/benefits and all staff activities
- Lead and mentor staff by ensuring a positive organizational culture
- Establish an equitable working structure to maximize productivity and ensure accountability
- Delegate authority to appropriate staff members needed to accomplish the work
- Manage outside consultants, contractors and volunteers
- Evaluate existing contracts, policies, and procedures and modify as needed to improve operations, workflow, and budget impact
- Manage facilities and property improvements/upgrades
- Embrace and promote the possibilities presented by digital technologies

Education and Programming

- Guide education program, in collaboration with Education + Artist Residency Director and staff
- Provide strategic leadership of Artist Residency program
- Support community outreach activities in schools and other partner organizations

Exhibitions

- Guide exhibitions at HCCC in collaboration with the Curator + Exhibitions Director and staff
- Provide guidance in managing the Curatorial Fellow and the fellowship programs
- Support the curatorial team in fostering relationships with local, national, and international artists to participate in exhibitions and exhibition-related programming

Retail Program

- Develop business model and strategy for currently dormant retail program
- Guide retail efforts through the hiring and management of a new Retail Manager and implementation of a realistic and sustainable plan to support artists' retail endeavors
- Develop mechanisms to improve revenues and connections to craft artists locally and nationally

Marketing, Communications and External Relations

- Guide external communications and marketing efforts through Deputy Director and marketing staff with a goal of raising the overall visibility of HCCC, expanding HCCC's reputation and deepening relationships with existing stakeholders
- Represent HCCC with regional partners, including service on the Board of the Houston Museum District Association
- Establish and foster relationships with regional and national arts and craft organizations to increase HCCC's overall visibility and stature beyond the Greater Houston area
- Serve as the face of the organization and the spokesperson for HCCC with the media and the public; ensure a favorable public perception of the organization and its work

Key Skills and Requirements

- 5+ years in senior management of an arts nonprofit strongly preferred
- Bachelor's degree required; advanced degree highly desirable
- Expertise in the field of craft and solid connections to the art world are highly desirable
- Successful track record in positions of increasing responsibility in leadership level, operations management and/or administrative roles
- Experience leading a nonprofit organization or department of a nonprofit cultural/education institution, including oversight of staff
- Demonstrated leadership skills and ability to work effectively with all people across the organization and various external stakeholder groups
- Ability to delegate authority well and to establish clear decision-making parameters to empower staff and keep work flowing efficiently
- Strong financial and management skills; experience with both contributed and earned revenue sources; ability to create and manage budgets and to reach benchmarks and deliverables; ability to analyze trends, project management deadlines and performance metrics
- Successful track record of fundraising and development processes, including the ability to raise funds creatively and obtain grants to support mission-focused work
- Experience working with populations diverse in background, age, learning styles and abilities, and creating accessible and inclusive programs
- Fluency and interest in using digital technologies to benefit the organization and its constituents

Compensation

Compensation and benefits are competitive and commensurate with experience, with the base salary for this position targeted in the range of \$125K-\$145K.

Houston as a Vibrant Arts and Cultural Community

Those who have been in Houston for any length of time know full well how generous and open Houstonians are, particularly in matters of the arts and culture. Houston is a vibrant, entrepreneurial city with a unique and intentional commitment to collaboration, innovation and generosity, not only from a philanthropic standpoint, but in the spirit of working together toward the common good. The arts community, in particular, is exceptionally collaborative, with a shared perspective that a rising tide lifts all boats. Further, Houston has been recognized as the most diverse city in the nation, where differences are celebrated, and opportunities are boundless. It does not take long for newcomers to recognize and appreciate the special nature of this city and region, which is distinct from other parts of Texas in terms of its open and welcoming approach to people of all backgrounds and perspectives. It is no accident that HCCC was founded and has continued to flourish in this place of endless possibilities!

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Laura Sorrell at laura@sorrellco.com and 713.854.5351, or Priscilla Plumb at priscilla@sorrellco.com and 281.224.0881. If you have an interest but don't feel you meet 100% of the qualifications, we still encourage you to apply. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.