



## Executive Director

### About Us

Van Go is an arts-based workforce development program that provides wrap around services for youth ages 14-24. Our mission is to inspire young lives through art, work and community. Van Go's holistic programs put art to work, meet young people where they are, and spark what is possible through creative expression.

What began 25 years ago as a mobile arts outreach has blossomed into a nationally recognized, arts-based employment program for teens and young adults. Van Go has become a fixture in the social service landscape of Lawrence and has cultivated a community dedicated to its success. Alumni, staff, artists, and donors have worked together to create our creative, close-knit community.

### Our Core Values

At Van Go, we:

- Believe in the power of art
- Create a safe environment for self-expression
- Prioritize overall health and well-being
- Encourage self-empowerment
- Nurture community and a caring "home away from home"
- Inspire hope for the future

### Position Summary

The role of the Executive Director will encompass a wide range of responsibilities, including the overall administration, development, fiscal management, program and facilities operations of Van Go, Inc. As importantly, the Executive Director will have a heart for our youth and a passion for our vision. As a well-supported organization, we are looking for someone to be part of our organizational culture that is youth-centric and community-minded. In order to fulfill these responsibilities, The Executive Director will work in close collaboration with a cabinet of directors and other staff members, and will report to the Board of Directors.

### To Apply

Please submit the following to [directors@van-go.org](mailto:directors@van-go.org)

- Cover letter addressing how your personal and professional experiences align with our core values
- Resume
- Contact information for three professional references

Please apply by January 31. We hope to make the decision by March 8.

## **Essential Duties and Responsibilities Include**

### *Fiscal Management*

- Prepare and recommend to the Board an operating expense budget and corresponding revenue goals for each fiscal year
- Monitor status of cash flow, spending, and revenue for the fiscal year
- Manage preparation of financial reports to the Board at scheduled intervals during the fiscal year
- Oversee the preparation and filing of required financial documents

### *Team Leadership and Human Resources*

- Be part of a team that fosters a positive, supportive and collaborative culture
- Cultivate a climate that invites and inspires top quality staff and volunteers from diverse backgrounds; providing the platform and support for them to authentically lead in our community
- Model and ensure an inclusive, welcoming, and inspiring organizational culture aligned with our values
- Plan and support staff professional development and team building
- Ensure there is a sound organizational structure aligned with Van Go's priorities of equity and inclusion

### *Office & Operations*

- Oversee all Van Go activities, manage day-to-day operations, and sustain a smoothly functioning, efficient organization
- Foster shared leadership, inclusive and positive relationships between the board, staff, organizational stakeholders and donors
- Ensure Van Go has the human, financial, and operational resources to fulfill its mission
- Champion a commitment to advancing social justice and undoing institutional racism, while ensuring a diverse, equitable, and inclusive workplace

### *Strategic Visioning and Planning*

- Translate the mission of Van Go into highly focused programming based on financially realistic and sustainable strategic goals
- Monitor and evaluate the relevancy and effectiveness of the mission in the community; be responsive to changing community needs
- Think systemically to identify and address changes and trends in the community
- Maintain sharp focus on the mission of Van Go throughout all aspects of programming, agency management, fund development, and communications
- Seek new opportunities to advance the mission of Van Go
- Build and nurture relationships with local and state education, arts, and governmental agencies
- Advocate, within public and private sectors, for issues relevant to Van Go, its services and constituencies

### *Board Development & Communications:*

- Work with Board President to enable the Board to fulfill its governance functions as defined in Bylaws
- Work with the Board President to generate optimum performance by the Board, its committees and individual Board members
- Arrange, set agenda and attend all Board meetings in accordance with the Van Go Bylaws
- Ensure the Board is aware of and understands the short and long-term goals of Van Go

## **Qualifications & Experience**

- Bachelor's degree in a related field from an accredited institution
- Demonstrated experience in the areas of donor development, engagement, stewardship and fundraising event execution within the nonprofit sector
- Demonstrated experience planning and executing successful events for a variety of audiences
- Demonstrated at least two (2+) years of supervisory or leadership experience
- Ability to effectively manage change and move toward solutions intentionally and optimistically with a "can-do" attitude and the ability to inspire and motivate others
- Ability to effectively and enthusiastically engage with youth of different ages and diverse backgrounds with sensitivity and appreciation for the population Van Go serves in our programs
- A commitment to uphold and implement Van Go's mission, educational philosophy, code of ethics, professional standards and equity values is expected, along with the belief in the transformative power of creative expression
- Knowledge of local area community, partners, and constituents is preferred
- Understanding of managing budgets, learning databases (Donor Perfect & Constant Contact), website maintenance, program outcomes; and competency with software including Microsoft Office and Google Suite

## **Additional Conditions & Requirements**

Selected candidate must pass a series of pre-employment background checks as a condition of employment. Reliable transportation, a valid and unrestricted driver's license, clean driving record and proof of insurance are required. Physical requirements or considerations to perform this job successfully include: Ability to move items/event supplies weighing up to 30 pounds, ability to work at a computer for extended periods of time, ability to move frequently in the completion of job requirements, and the ability to complete multiple projects and tasks under deadlines and with short notice. The work hours for this position will be primarily concentrated Monday-Friday, with flexibility to meet the needs of the position responsibilities and agency. Occasional evenings and weekends for events, donor engagements and to meet deadlines.

Van Go is committed to maintaining a culture of integrity, kindness, dignity, and respect. Van Go requires every employee to conduct themselves in a positive, collaborative and professional manner at all times.

## **Compensation & Benefits**

The Executive Director position is full time, salaried and exempt. Compensation discussions are a part of the interview process and are commensurate with education, experience, demonstrated skills/traits. Van Go is committed to a healthy work-life balance and our employees enjoy competitive pay, attractive benefits, and a collaborative, creative and rewarding work environment.

*Van Go, Inc. is an Equal Opportunity Employer and is committed to fostering diversity and inclusion. Van Go, Inc. believes that equity, inclusion, diversity, and antiracism are essential to our mission. We want our Van Go community to benefit from varied ideas, world views, and personal experiences. We stand against all forms of discrimination and are committed to creating an environment grounded in our equity values. Van Go welcomes everyone.*