



GLASS ROOTS



**EXECUTIVE
DIRECTOR**

**LEADERSHIP OPPORTUNITY AND
POSITION SPECIFICATION**

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GlassRoots, Inc.

Leadership Opportunity and Position Specification

GlassRoots empowers young people from all backgrounds to harness the power of the glass-arts to build the skills and confidence they need to succeed. We also help curious adults stretch themselves and explore their creativity.

GlassRoots is committed to using glass-arts to create a just community, one that values every individual's contribution, and that represents the cultural and economic vitality inherent in a city as vibrant as Newark. It is a major contributor to the arts throughout New Jersey.

GlassRoots provides students and others from Newark and throughout New Jersey with a safe, meaningful and transformative glass-art experience. Rooted in the STEAM disciplines, GlassRoots offers students challenging hands-on experience in Science, Technology, Engineering, Arts and Math. Our classes build the patience, discipline and resilience required to safely work with 2200°F fire and molten glass. GlassRoots projects also develop the highly valued 21st-century skills required to thrive in schools and workplaces—collaboration, communication, teamwork and creative problem-solving, while building the business skills essential for those seeking financial security as young entrepreneurs.

GlassRoots' talented team of teaching artists, business professionals and external partners are passionate about helping students and adults build brighter futures, strengthen the Newark economy and contribute to a thriving arts community.

THE ORGANIZATIONAL PROFILE

GlassRoots is a 20-year-old Newark, New Jersey based 501[c][3]. Operating on an annual budget of approximately \$1 million, the organization enjoys a perfect score of 100 on Charity Navigator's Encompass Rating System for strong financial health and accountability. We have consistently enjoyed GuideStar, Inc.'s Gold Seal of Approval. 15% of our funding comes from government grants; 24% from special events and private donors who share GlassRoots' commitment to the arts and the youth of Newark; and 47% from corporate and foundation grants. GlassRoots adds another 14% to its revenue streams from commissions, sales, program and facility fees. 72% of every dollar donated goes directly to programs that help the youth and young adults of Newark and surrounding communities develop the skills and confidence required for economic vitality. During the coronavirus pandemic our donors have increased their support and we qualified for a federal Payroll Protection Program (PPP) loan (to be forgiven in FY21). As a result, we completed the fiscal year able to meet all of our obligations, keeping virtual programs running and keeping staff employed.

GlassRoots has a staff of twelve professionals. Its Board of Trustees consists of thirteen members who sit on seven committees from which they actively support the work of GlassRoots.

THE OPPORTUNITY

The new Executive Director has the opportunity to help the Board of Trustees (or the “Board”) set GlassRoots’ strategic goals and priorities for the next several years. For this critical role, the Board seeks a dynamic, experienced leader with a growth mentality and a clear track record of generating diverse, widespread community and financial support for ambitious, innovative arts education and programming. They will take on the challenges inherent in this opportunity while relocating GlassRoots’ artist, administrative staff, students and patrons to an expanded state-of-the-art facility in the heart of Newark.

GlassRoots’ effort to implement its Strategic Plan for FY 20-21, including a move to a new location, has been slowed by the onset of the coronavirus pandemic. The next Executive Director has the opportunity to complete its implementation, including our move into the new facility and preparing us to expand our staffing and services for greater impact on the youth and young adults of Newark.

Under the leadership of the Board of Trustees and the Executive Director of nearly eight years, the organization has served over 15,000 students with an additional 20,000 participating in virtual programming begun during this pandemic. GlassRoots developed a world-class scientific glass program where students learned how to make and repair glass instruments for New Jersey pharmaceutical companies; developed a new program with University Hospital, using glass art to help heal trauma patients; and, built a successful commissioned glass business that creates glass awards for corporations and non-profits.

Reporting Relationships:

The Executive Director reports to the GlassRoots Board of Trustees and manages the staff of twelve full- and part-time employees. The Executive Director also oversees the work of independent contractors and dedicated volunteers.

Salary Range:

\$85,000 to \$105,000, dependent upon experience.

Primary Responsibilities:

The primary duties and responsibilities of the Executive Director fall into the following categories:

Leadership

- Works closely with the GlassRoots Board of Trustees to develop and implement annual action plans to carry out the goals and objectives outlined in the GlassRoots Strategic Plan, Mission and Vision. The Executive Director will collaborate with the Board to ensure the Strategic Plan evolves to leverage the opportunities offered by the new expanded facilities.

- Develops and directs the implementation of GlassRoots programs, marketing, communications, and fundraising strategies in consultation with the relevant staff and members of the Board of Trustees.
- Manages, motivates and develops the GlassRoots team and hires key employees. The Executive Director Is responsible for developing and updating GlassRoots employment and human resources policies, procedures and handbook(s) in consultation with Trustees.
- Fosters and expands effective, collaborative relationships among Trustees, staff, donors, sponsors and the community partners.
- Oversees staff support of Board committees.

Community Relationships

- Collaborates with the Newark community to develop and implement GlassRoots programs and events.
- Identifies, cultivates and builds strong partnerships with external organizations in Newark and throughout New Jersey.
 - This includes education, youth and community organizations, corporations and health care institutions (building on the new trauma program with University Hospital).
- Serve as a liaison and catalyst to connect and collaborate with glass organizations nationwide.

Advocacy

Serve as GlassRoots' chief advocate and encourage the Board to advocate on behalf of GlassRoots. Advocacy efforts must position GlassRoots as:

- Best-in-class arts, education and culture organization serving Newark and New Jersey.
- Evidence-based youth organization helping students learn valuable STEAM (science, technology, engineering, arts and math) and life skills.
- A responsible nonprofit that funders and donors have supported for more than 20 years.
- A highly respected arts studio that promotes the glass arts.

Fundraising, Financial Planning & Risk Management

- Lead GlassRoots fundraising efforts to secure funding for the operation of the Organization.
 - This includes supervising development staff and consultants, meeting with donors, researching new funding sources and developing fundraising capacity of trustees.
- Oversee the management of the financial planning and forecasting, budgeting, and resource allocation; develop an annual budget and ensure that appropriate internal controls are in place and operating as intended.

Program & Facilities Management

- Supervise Program Director and oversee the planning, implementation and evaluation of the GlassRoots programs and services.

- Launch and oversee the management of a full range of services in the new facility as outlined in the Strategic Plan.
 - This includes studios, classrooms, a gallery, gift shop and coffee shop.
- Maintains a viable, safe, clean facility.

EXPERIENCE / QUALIFICATIONS

The Executive Director must be a proven leader and visionary with the competencies required to help the Board set Glass Roots' strategic direction for the next several years. As the organization's chief mobilizer, fundraiser and spokesperson, the ideal candidate will be passionate about the organization's mission and a strong relationship builder who leverages the power of networks across the private, public, and nonprofit sectors. A strong track record as a successful fundraiser is essential.

The primary keeper of the brand, the Executive Director will understand the need for vigilance in protecting the organization's reputation while building upon the positive image, trust, and relevance Glass Roots enjoys today in the Newark community and the State of New Jersey.

Minimum requirements also include the following:

- Strong leadership skills, including organizational and analytical skills; team leadership and coaching skills; and, both short and long-term strategic planning.
- The proven ability to generate and manage financial, human, and other resources;
- A commitment to diversity, equity and inclusion.
- Outstanding written, oral and interpersonal communication skills.
- Ability to work collaboratively with all sectors of the community, the Board of Trustees and staff.
- A demonstration of the highest standard of integrity ensuring that all activities are legal and ethical.
- A Bachelor's Degree.

Applicants with the following qualities and skills are desired:

- A clear passion for the Arts and an understanding of their role in enriching community life.
- An understanding of and appreciation for the business of art.
- A track record of unleashing creativity by bringing fun and enjoyment to the workplace.

Starting Date: Immediate

Procedure for Applying: This position is open until filled. Qualified candidates should email a current resume, together with a cover letter indicating interest in the position and salary requirements to Charlene Moore Hayes, GlassRoots@cmhayesllc.com. To ensure full consideration, resumes and letters of interest must be submitted by January 22, 2020.

For more information about GlassRoots go to www.glassroots.org. GlassRoots is an Equal Opportunity Employer. Black/Indigenous People of Color (BIPOC) are encouraged to apply.