

## **Artisan's Asylum**

Position Title: INTERIM GENERAL MANAGER, Artisan's Asylum

Location: Somerville, MA

Background: Artisan's Asylum seeks an INTERIM GENERAL MANAGER to manage the organization during the search for a permanent Executive Director. The expected duration of the position is approximately nine months. We envision a short period of assessment of the organization followed by the implementation of effective policies and systems to address the complex business and community needs of Artisan's Asylum into the future.

Artisan's Asylum is a 501(c)(3) non-profit community craft studio located at 10 Tyler Street, in Somerville, Massachusetts. Our mission is to support and promote the teaching, learning and practicing of craft of all varieties. The organization leads affordable, publicly-accessible classes, hosts 250 monthly members, and provides 120+ studios, and storage units for crafts people. Our fully equipped and professionally maintained manufacturing facility includes capabilities for precision metal machining, electrical fabrication, welding, woodworking, sewing & fiber arts, robotics, bicycle building and repair, lampworking, jewelry, computer-aided design, and screenprinting.

### **QUALIFICATIONS**

- Deep commitment to the Artisan's Asylum mission and program objectives.
- At least 10 years experience in a leadership role, ideally in a non-profit organization
- Proven skills in leading and managing staff
- Proven experience in financial management, to include oversight of large, complex budgets and large numbers of customer accounts
- Experience working in a dynamic, diverse community setting
- Experience working with volunteers and in a community-based setting.
- Exceptional communication skills
- A commitment to work as a team and to be a part of a community
- Skills with technology, art, craft, engineering, science, design, and other maker themes preferred
- Degree from a four-year college, with training in non-profit administration, business administration, or organizational development preferred.

### **RESPONSIBILITIES INCLUDE:**

#### **Implementation of Board Goals**

- Perform initial assessment of the policies and systems of the organization to inform development and implementation of robust policies and effective systems that meet the organization's complex business and community needs.
- Communicate information and work skillfully with the Board, so that both staff and Board members can maximize their contributions to the Artisan's Asylum.
- With Board, staff and member input, develop a 12-18 month plan for the Artisan's Asylum.
- Using the organizational assessment as a guide, with direction from the Board, complete projects that prepare the organization for the installation of a permanent Executive Director.
- Respond to member and community concerns promptly.
- Assist in the search and hiring of permanent Executive Director of the organization.

#### **Programming and Vision**

- Ensure the ongoing growth and success of the Artisan's Asylum while keeping the organization's work consistent with its mission, values, and strategic plan, and relevant to the needs of the community.
- Communicate a compelling and integrated vision to the Artisan's Asylum

- staff, volunteers, members, supporters, and community stakeholders.
- Communicate regularly and clearly with the members of Artisan's Asylum to ensure broad community support for the actions of the organization.

### **Fundraising and Development**

- Support Board and volunteer involvement in fundraising. Coordinate development consultants as appropriate.

### **Finance**

- Oversee the financial management of the organization including: purchasing of equipment and materials, record keeping and financial report preparation, budget development and oversight including detailed cash flow projections, and supervision of staff, volunteers, interns and/or consultants.
- Ensure the integrity and accountability of the financial operations of the Artisan's Asylum.
- Support the Artisan's Asylum Board of Directors in fulfilling their legal and fiduciary responsibilities as stewards of the organization. Provide regular, timely internal financial statements to the Board and bring significant deviations from the budget to the Board's attention with recommendations for action and discussion.
- In conjunction with the Board of Directors, prepare a balanced annual operating budget for FY15.
- Oversee execution of IRS 990 and Form PC for FY13 and FY14.
- Plan for adequate cash flow to cover operational needs.
- Ensure compliance with all Federal and State reporting requirements.

### **Facilities**

- Oversee the maintenance and operation of the Artisan's Asylum facility and equipment.
- Ensure efficient and safe utilization of the diverse facilities of the Artisan's Asylum, which include studios, equipment areas, and offices.

### **Staff and Volunteer Management**

- Plan, organize and deliver the most economic utilization of human and financial resources.
- Manage and motivate high performing staff with an open, approachable leadership style.
- Oversee IT contractors and services as required.
- Ensure that staff receive the support and resources necessary to optimize performance.
- Ensure that volunteers are recruited, trained and supervised.

### **TO APPLY:**

Email a cover letter and resume to [igmsearch@artisansasylum.com](mailto:igmsearch@artisansasylum.com). Start date is anticipated for early February. Review of applications begins February 1. Resumes and cover letters will be accepted until the position is filled.