

## Managing Director

### RiverArts

*Hastings-on-Hudson, New York*

### About RiverArts

For more than six decades, RiverArts has inspired and connected Hudson River communities in Westchester County to connect through multidisciplinary artistic experiences. Through arts education, performances, exhibitions, and community events, RiverArts creates opportunities for people of all ages to connect through creativity while supporting the artists who enrich our region.

The organization fulfills this mission by:

- Showcasing multidisciplinary artistic practices
- Supporting local artists and creators
- Encouraging lifelong artistic learning
- Providing opportunities for meaningful community connection
- Making the creative process accessible to audiences

Its signature programs—including the RiverArts Studio Tour, Music Tour, SummerArts camps, Chamber Music Series, and year-round music instruction—have become cherished traditions that serve thousands of residents each year.

Today, RiverArts operates with an annual budget of approximately \$500,000, more than 20 teaching artists, over 30 active volunteers, and a highly engaged Board of Directors. The organization is well positioned for thoughtful growth over the coming years.

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## The Opportunity

RiverArts is seeking a part-time Managing Director who is energized by the opportunity to lead a beloved community organization into its next chapter. This is an ideal position for a leader who enjoys building systems, strengthening relationships, and creating sustainable organizational growth.

While RiverArts has long been recognized for exceptional programming and deep community engagement, the organization is now entering a period of intentional investment in its infrastructure. Recent improvements—including new administrative systems, financial processes, technology platforms, and organizational planning—have created a strong foundation for the next Managing Director to focus on strengthening operations while maintaining strong community partnerships.

The successful candidate will inherit an organization with passionate volunteers, committed board leadership, strong community goodwill, and significant opportunity for growth.

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## Why This Role Matters Now

RiverArts has reached an exciting moment in its evolution.

Over the next several years, the organization intends to:

- Double individual giving
- Launch a comprehensive membership program
- Expand fundraising capacity
- Strengthen marketing and communications
- Build additional staff positions
- Increase earned revenue
- Become one of the most recognized community arts organizations in Westchester County

The Managing Director will play the central role in making this vision possible.

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## The Position

The Managing Director serves as RiverArts' chief administrative officer and reports directly to the Board of Directors.

As a part-time employee, the Managing Director balances strategic leadership with practical execution. This role requires someone equally comfortable supervising part-time and seasonal staff, collaborating with volunteers, managing budgets, solving operational challenges, and representing RiverArts throughout the community.

Rather than overseeing a large staff, the Managing Director succeeds by building partnerships, coordinating talented volunteers, contractors, and a few part-time / seasonal employees, and helping diverse stakeholders work together toward common goals.

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## Key Responsibilities

### Staff, Volunteer & Program Leadership

RiverArts depends upon strong collaboration between professional staff, contractors, volunteers, and Board leadership.

The Managing Director will:

- Supervise staff and contractors
- Facilitate collaboration among volunteer committees
- Support Committee Chairs in planning successful programs
- Coordinate organizational priorities across multiple initiatives
- Clarify responsibilities and improve accountability
- Foster a culture of communication, inclusion, and shared purpose

Success in this area depends less on hierarchy than on influence, diplomacy, and relationship-building.

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## Community Leadership & External Relations

The Managing Director serves as one of RiverArts' primary ambassadors throughout the community.

Responsibilities include:

- Building relationships with artists, donors, schools, municipalities, businesses, and partner organizations
  - Representing RiverArts at community events
  - Working alongside Board members to cultivate civic partnerships
  - Increasing RiverArts' visibility throughout Westchester County
  - Strengthening RiverArts' reputation as a regional cultural leader
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## Financial & Organizational Management

The Managing Director oversees the financial and operational health of the organization by:

- Developing the annual operating budget alongside Finance Committee
  - Monitoring financial performance and cash flow
  - Working closely with the Finance Committee and bookkeeper
  - Ensuring accurate financial reporting, compliance, and procedures
  - Managing contracts and organizational resources
  - Supporting thoughtful organizational growth
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## Organizational Operations & Administration

Although RiverArts continues to expand its administrative infrastructure, the Managing Director remains closely involved in day-to-day organizational management.

Responsibilities include:

- Managing organizational technology systems (Neon CRM, Ramp, Quickbooks, Melio, Google Suite, Canva, Wordpress)
- Maintaining document organization (Google Drive)

- Overseeing CRM utilization (Currently in transition from LGL to Neon)
  - Coordinating administrative workflows
  - Supporting marketing and communications with marketing contractor
  - Supporting fundraising efforts with grants coordinator and board fundraising committee
  - Managing organizational calendars and priorities
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## Staff & Volunteer Structure

RiverArts was established by a group of local volunteers with backgrounds in and/or affinity for various artistic disciplines. This tradition of volunteer service is maintained through committee-led curation of artistic programs which the Managing Director guides and supports. The Program Committees are composed of volunteers who effectively serve as the curators of each program, leveraging their community connections and industry networks to select program content in coordination with the Managing Director and Board Chair's financial oversight and logistical support.

### Program Committees:

- **Artistic Council** - This group of volunteers works closely with the Managing Director and Board Chair to determine the full scope of annual programming across all artistic disciplines, including budgets, schedules, fundraising, and marketing plans.
- **Studio Tour Committee** - Plans the annual fall Studio Tour, a collaborative showcase of several dozen artist workshops, studios, and galleries throughout the region.
- **Music Tour Committee** - Plans the annual spring Music Tour, a celebration of myriad musical styles through a series of concerts performed in local venues, parks, and backyards across the region.
- **Education Committee** - Plans and evaluates educational offerings, including year-round Music Lessons, SummerArts day camp for grades 3 – 8, and all ages classes and workshops in activities such as Figure Drawing and Painting.

### Staff & Contractors:

- Education & Operations Coordinator (PT)
- Camp Director (Seasonal)
- Bookkeeper (Contractor)

- Marketing Consultant (Contractor)
  - Grants Manager (Contractor)
  - Web Master (Contractor)
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## **The Ideal Candidate**

RiverArts seeks a leader who combines strategic vision with a willingness to roll up their sleeves. The strongest candidates will bring experience leading nonprofit organizations or significant nonprofit departments, ideally within the arts, education, or community-serving sectors.

More importantly, they will demonstrate:

### **Collaborative leadership**

You bring people together around shared goals and help volunteers, staff, and board members work effectively across different perspectives.

### **Strong management skills**

You create clarity, establish systems, delegate appropriately, and help organizations become more sustainable over time.

### **Community orientation**

You genuinely enjoy being present in the community, attending events, meeting supporters, and serving as a visible ambassador.

### **Operational confidence**

You are comfortable balancing strategic leadership with practical organizational management.

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## Qualifications

Preferred qualifications include:

- Leadership experience within a nonprofit organization
- Experience in arts, education, or community-based organizations strongly preferred
- Strong financial and budgeting experience
- Experience working closely with nonprofit boards
- Experience leading teams of volunteers and part-time staff and contractors with limited hours
- Excellent written and verbal communication skills
- Ability to balance strategic thinking with hands-on execution

**We encourage you to apply.** We know that great candidates rarely meet every qualification listed in a job description. Research has shown that women and people from historically underrepresented backgrounds are often less likely to apply for positions unless they meet every listed requirement. If you are excited about this opportunity and believe you could bring the leadership, experience, and perspective RiverArts needs, we encourage you to apply—even if your experience doesn't align perfectly with every qualification described above. We value diverse perspectives and recognize that skills and experience can be developed in many different ways.

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## Work Environment

RiverArts operates as a flexible, primarily remote organization.

Because relationships are central to the organization's success, the Managing Director is expected to maintain a strong in-person presence throughout the Rivertowns and Westchester County by attending performances, exhibitions, camps, meetings, community events, networking opportunities, and partner gatherings.

The organization values flexibility, trust, and healthy work-life balance while recognizing that evenings and weekends are regularly required to support community programming.

Applicants should live in—or be willing to relocate to—Westchester County, New York.

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## Compensation & Benefits

This is a part-time job anticipating approx 25-30 hours per week.

**Anticipated salary range: \$60,000 - \$65,000**, commensurate with experience and availability.

Benefits may include:

- Flexible scheduling
  - Ten (10) days paid vacation
  - New York State Paid Sick Leave (up to 40 hours / year)
  - Paid holidays (11)
  - Professional development support
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## Timeline and How To Apply

To apply, please submit a resume and cover letter to [jobs@riverarts.org](mailto:jobs@riverarts.org).

Application Deadline: November 1, 2026

Interviews: November – December

Start date: January 2027