

Dear Friends,

These are exciting times for Studio Potter and we are thrilled to share that our next big step is to hire an Executive Director, a key part of our growth and future.

Accompanying this letter is a description for this full-time position. The Board of Directors, with tremendous support from our Editor and acting Executive Director, Elenor Wilson, has worked diligently to fundraise for the past two years. The fruits of this labor were realized with a generous donation from a private foundation allowing Studio Potter to move forward with the Executive Director search.

As I visit with potters around the country, time and again they share how significant Studio Potter has been to the ceramics community for the past forty-five years.

"...Studio Potter will have a renaissance; it certainly makes a meaningful contribution to the clay world."

"This is an exciting step for Studio Potter..."

"Studio Potter stays on the top of my reading table; I read it over and over!"

"Studio Potter is the NPR of ceramics journals."

"Studio Potter is about *why* we are makers."

Please share this Executive Director position announcement and description with anyone that might be interested. And, please continue to spread the good word about Studio Potter. Thank you for your continued support!



David McBeth  
President, Board of Directors

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Julie Williams

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## Studio Potter Seeks Dynamic Executive Director

### Mission:

*Centered in studio practice, Studio Potter (SP) promotes discussion of technology, criticism, aesthetics, and history within the ceramics community.* Through the Studio Potter semi-annual journal and website, SP provides connections between artists, educators, collectors, curators, gallerists, and critics through in-depth storytelling and personal interviews. SP fosters quality writing, is an educational provider of new information in the field, and offers an opportunity for artists to be published. *Studio Potter* journal is an art form that unifies high-caliber writing with excellence in design. SP is an independent, registered non-profit organization.

### Responsibilities:

The Executive Director (ED) serves as Studio Potter's chief operating officer working closely with and reporting to the Board of Directors (BOD). The ED administers all operations and policies and supervises a professional staff. Primary areas of responsibility include:

- **Fiscal:** Develop and manage financial strategies and tasks. Oversee and manage all funds. Develop resources that ensure financial health of organization. Submit monthly and quarterly reports based on annual budgets to BOD.
- **Fundraising:** Develop resource channels including grants, sponsorships, membership, individual donors, major gifts, and events. Identify and pursue funding opportunities for programs, publicity, and staffing.
- **Strategic Planning:** Collaborate with BOD to develop strategic plan with clear objectives and goals. Implement action plans and coordinate work with committees, volunteers, and partner organizations.
- **Staff:** Hire, supervise, motivate, and evaluate a staff of three, in cooperation with BOD.
- **Operations:** Supervise and execute day-to-day operations.
- **Advocacy and Community Relations:** Be active and visible in national clay community. Serve as a spokesperson for SP.

### Experience/Qualifications:

- College graduate with at least three years' management experience, preferably in a non-profit arts organization or related area. Prior experience as a director or in a development capacity preferred.
- Knowledge and experience of fundraising strategies and donor relations. Experience with capital campaigns a plus.
- Established and provable financial management skills including budget preparation, analysis, decision-making, grant writing, and reporting.
- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Experience in leading ongoing strategic planning.
- Ability to work collaboratively and positively convey strategic vision.
- Innovative and entrepreneurial thinker. Experience developing and implementing public/private partnerships.
- Strong public speaking, public relations, written and interpersonal communication skills.
- Transparency and integrity in leadership.
- Knowledge of national and international ceramic community is valuable. Experience in studio practice is preferred.
- Occasional travel (i.e. annual NCECA conference) is required.

Founded in 1972, Studio Potter is based in Northampton, Massachusetts. This is a full-time (30-35 hours per week), in-house position. Salary commensurate with experience. Applicants should submit resumé, cover letter, and contact information for three references to David McBeth ([board@studiopotter.org](mailto:board@studiopotter.org)). Applications will be reviewed on an ongoing basis until the position is filled.

*Studio Potter is an Equal Opportunity Employer.*