

**BEE VRADENBURG FOUNDATION  
EXECUTIVE DIRECTOR  
POSITION DESCRIPTION**



The executive director of Bee Vradenburg Foundation will be an experienced leader with a strong background in the arts and experience working with nonprofit organizations. The ideal candidate will possess the skills outlined below as well as the following attributes the board views as essential to this position: creative thinking; strategic leadership; respect for artistic freedom and the artistic process; a steadfast dedication to social justice and elevating diversity, equity and inclusion; a servant's attitude with respect to grantees and community partners; optimism and a can-do attitude for working within the community and among artists and arts organizations; deep involvement and immersion in the arts of the Pikes Peak Region.

**ABOUT THE BEE VRADENBURG FOUNDATION:**

Bee Vradenburg Foundation's mission is to advance the relevance, resilience, and greatness of the arts in the Pikes Peak Region. We believe that arts are the soul of a thriving community.

Beatrice "Bee" Vradenburg was a true cultural champion. She served as general manager of the Colorado Springs Symphony for nearly 40 years, led the effort to build the Pikes Peak Center for the Performing Arts, and leveraged statewide relationships to help create the agency now known as Colorado Creative Industries. Bee was a visionary who took on tasks large and small. She believed the Pikes Peak region deserved the highest of artistic achievement and dedicated her life to advancing the arts in the Pikes Peak Region.

Bee Vradenburg Foundation was established shortly after Bee died in 2000. Current assets are approximately \$5 million. Today, the foundation serves as a leading philanthropic voice for the arts and a trusted resource for artists and arts organizations. The foundation awards 20-30 grants annually, totaling approximately \$150,000. In addition to grantmaking, the foundation believes in the power of advocacy and seeks to support the arts through community involvement and information sharing. The foundation prides itself on having an engaged and energetic executive director.

Bee Vradenburg Foundation is on an organizational journey to prioritize diversity, equity, and inclusion more deeply in our work. We recognize that some of our past actions have inadvertently perpetuated inequity in several ways, and we have, and will continue to, implement policies and practices to create a more equitable arts community. As part of this commitment, we welcome candidates who are eager to participate in and contribute to this work.

**POSITION OVERVIEW**

- **Status:** Full time, exempt, primarily daytime M-F with flexibility; some evening and weekend commitments, attending events
- **Reports to:** Board of trustees; direct report to board president
- **Location:** Must live in, or relocate to, El Paso or Teller counties, Colorado

**SUMMARY DESCRIPTION OF POSITION:**

Provide overall leadership and public interface for the foundation, to include grants management, administrative services and community arts advocacy and leadership.

### **QUALIFICATIONS:**

- Experience working or volunteering in a nonprofit setting; specific arts administration experience preferred.
- Excellent writing, editing, and public speaking skills.
- Passion for the arts and the mission of the foundation.
- Experience with and ability to lead projects, initiatives, or organizations that actively advance diversity, equity, and inclusion.
- History of involvement in the arts at a professional or personal level.
- Knowledge of, or willingness to learn about, the Pikes Peak Region, its history, key organizations, and leaders.

### **COMPETENCIES:**

- Self-motivated, organized, adaptable.
- Excellent people skills.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize deadlines and work independently as well as in a team.
- Ability to problem-solve.
- Respect for a diversity of cultures and identities, and a desire to advance equity for historically marginalized communities.
- Ability to fulfill frequent evening and weekend commitments at community events and performances.
- Comfort with office technology and a proven ability to learn new software.
- Access to reliable transportation to attend meetings and events.

### **ESSENTIAL JOB FUNCTIONS**

The successful executive director will implement the Bee Vradenburg Foundation mission and strategic plan as approved by the board of trustees. Over time, the executive director will support the board to establish new strategic initiatives and direction. The executive director will ensure the foundation adheres to the board-approved annual budget and complies with all state and federal laws governing 501(c)(3) private foundations.

#### **Grants and grantee support**

- Review grant proposals and prepare recommendations for quarterly board meetings.
- Work closely with funded partners and prospective grantees to understand how the foundation can best support their work, share best practices, and provide assistance and mentorship.
- Attend a wide range of arts events to deepen knowledge of the local creative community.
- Identify new organizations and projects for consideration of grant support.
- Maintain accurate grants database and ensure grant payments are provided on schedule.
- Maintain files of grant proposals, decisions, and grant payments as required by law.

#### **Administrative, finance and operations**

- Prepare annual administrative budget and ensure compliance with the board-approved administrative budget.
- Pay bills, administer payroll, and monitor all administrative finances; prepare quarterly reports on administrative financials.
- Adhere to board-approved Administrative and Financial Policies and Procedures.

- Work with the board treasurer and external investment advisor to oversee invested assets and comply with the Investment Policy Statement.
- Ensure ongoing legal compliance and filing of necessary reports and fees.
- Provide regular communication to board members on activities and community developments, including but not limited to regular written reports to the board.
- Share foundation updates and other pertinent information with the community as needed.
- Prepare and disseminate annual report.
- Keep website updated.
- Prepare all materials for quarterly board meetings and deliver in timely manner.
- Prepare and maintain official board meeting minutes.

### **Strengthening sector**

- Research arts and community issues and make recommendations to the board on possible projects, initiatives, or improvements of operations.
- Coordinate established foundation programs, to include but not limited to:
  - Bee an Arts Champion Award
  - Arts Administration Internship program
- Serve as an “arts voice” and “arts expert” on community boards and in various community initiatives.
- Support the successful implementation of the regional cultural plan, ArtsVision 2030.

### **Participation**

- Represent the foundation at key community events and conversations.
- Participate in relevant industry and peer groups including but not limited to, Philanthropy Colorado, Grantmakers in the Arts, and the Collective for Impact Philanthropy.
- Represent the foundation at key gatherings of funders, civic organizations, and arts groups.

### **COMPENSATION**

- Salary commensurate with experience in a range of \$55,000-\$75,000. Relocation assistance may be available.
- Competitive benefits, including health, vision, and dental insurance stipend, employer retirement contribution, three weeks paid vacation, and family/medical leave.
- Some flexible scheduling and remote work available.

### **TO APPLY**

Send resume and cover letter to [director@beevradenburgfoundation.org](mailto:director@beevradenburgfoundation.org); an optional introductory video is welcome but not required. All applications received by 5 p.m. Nov. 10 will receive full consideration; application open until filled.

*The Bee Vradenburg Foundation is an equal opportunity employer that values diversity in the workplace. The Foundation strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, gender identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.*