



**Alwan for the Arts**

مركز ألوان للفنون

Alwan for the Arts is a not-for-profit, 501(c)3 organization based in Lower Manhattan, NY. Alwan, meaning “colors” in Arabic, serves the Arab American community and educates the broader public by showcasing a range of arts and cultural events, thereby enriching the cross-cultural and artistic encounter.

Alwan is seeking to fill two full-time positions—**Executive Director and Assistant Director**—to guide its development and institutionalization and achieve its goal of becoming the premier center in the region for Middle Eastern arts and culture, broadly defined.

**The Executive Director (ED)** will represent Alwan externally to funders, peer organizations and the public at large; implement the Board’s short- and long-term vision; realize a comprehensive fundraising agenda and provide leadership for Alwan’s overall products/output. Key priorities include developing a marketing and communications strategy to spread awareness and build the Alwan brand; securing funding through individual and institutional gifts; and shepherding relationships, in partnership with Alwan’s curatorial team, with peer artistic and cultural organizations in the New York Metro area and beyond.

The role of Executive Director of Alwan requires a strong leader with excellent organizational and communication skills. The ideal candidate will have:

- initiative, be a self-starter, with at least five years of experience in arts-non-profit management, preferably in the New York metropolitan region
- familiarity with Arab and Middle Eastern arts and cultural forms, especially cinema, music, literature and fine arts
- completed a graduate degree in a related field

He/she must have:

- the talent to build the structural and procedural framework of the organization with the goal of enhancing its output and increase its impact and visibility
- experience in financial reporting; developing and implementing annual budgets; estimating the organization’s short- and long-term fiscal health; and maintaining fiscal discipline
- the ability to attract and work with an extensive network of experienced curators and individual artists, as well as motivate and direct a large number of volunteers
- the facility to cultivate prospective audiences, supporters and donors
- exceptional communication skills and high emotional intelligence (interpersonal and public speaking)
- good writing ability; a background in grantwriting and fundraising preferred
- effective supervisory styles to manage staff and volunteers

Salary is competitive and commensurate with experience and qualifications.

**Application Process:** A complete application will include a statement of interest, a current resume, names, phone and emails of four references. Applications should be emailed to Dr. Anny Bakalian, Secretary of the Board, [Anny@alwanforthearts.org](mailto:Anny@alwanforthearts.org). We anticipate hiring the prospective Executive Director first and having him/her pick his/her Assistant Director.



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**The Assistant Director (AD)** will work closely with the Executive Director to ensure the smooth, day-to-day operations of Alwan, including space and events management, coordinating with curators and volunteers, corresponding with audiences, supporters and donors, maintaining basic accounting, helping out with grant applications and reports, and generally assisting in tasks aimed to achieve the organization's goals and mission.

The role of the Assistant Director requires an independent person who understands the programming, administration and fundraising aspects of Alwan and uses his/her skills as well as the resources available (including curators and volunteers) to deliver a well-functioning organization on a daily basis. The ideal candidate will have:

- initiative, a self-starter, with at least two years of experience in arts-non-profit management, preferably in the New York metropolitan region
- familiarity with Arab and Middle Eastern arts and cultural forms
- completed a Bachelor's degree

He/she must have:

- the ability to plan and manage artistic and cultural programs (e.g., concerts, panels, screenings) and development-related events (e.g., benefits)
- excellent interpersonal skills and high emotional intelligence to coordinate between the Executive Director, curators, volunteers, board members, funders, audiences, etc., as well as recruiting and managing volunteers and interns
- website experience to update and edit Alwan's website and manage the mailing list in a timely manner
- superior writing skills to correspond with the Alwan's stakeholders as well as assisting grantwriting, reports, etc.
- outstanding organizational skills to set up and maintain legal, financial and administrative systems (knowledge of QuickBooks a plus)

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