



ARTREACH INDIA

changing lives through art

Role:	Director
Reports to:	Managing Trustee, Board
Hours:	Part time, 2 - 3 days per week, with flexibility in timings Total Hours per week: 20 -28
Contract:	Initial six months probation; then an annual renewal contract
Compensation:	Rs. 1 Lakh per month, pro rata

About Artreach India

Artreach's mission is to reach children young people and women from marginalised communities across India and transform their lives through art.

We work with contemporary and traditional Indian and international artists and partner with NGOs, schools, foundations and museums. Our **Teaching Programmes** support artists to work with children and young people from disadvantaged backgrounds who have a talent and passion for art; in the Artroom young people explore opportunities, hone skill sets and work with mentors towards careers in the arts. We support long-term **Community Projects** and interventions, often in difficult or remote areas, where art is used to foster community cohesion. **Artreach Intensives** result in lively murals painted by children in their homes, schools and community spaces.

www.artreachindia.org

Job purpose

We believe in an equitable world where the arts are for everyone.

We're looking for a dynamic Director deeply committed to this vision to join our passionate and experienced team. Building on our achievements since Artreach Trust was established in 2015 the Director will work on long-term sustainability for the organisation.

The Director should be a skilled communicator with solid leadership and finance management experience and strong networks in fundraising / philanthropy and in the arts and /or social sector. Empathy, warmth, enthusiasm and a firm grasp of issues relating to the communities we work with are essential.

Job description

Key accountabilities

The post holder will:

- Work closely with the Managing Trustee and the team on daily affairs and future direction of the organization
- Plan and manage programmes with the team ensuring capacity is there, provide guidance on proposals, budgeting & management
- Lead fundraising efforts to build the Trust's corpus and support operational costs (HNWIs, Corporates, Trusts & Foundations)
- Build & nurture our Patrons Circle and a network of friends of Artreach
- Develop a comprehensive communications plan to promote the organisation to potential donors and maximise awareness of our activities
- Plan the organizational budget with MT, board & team, and ensure accurate financial processes, including managing the annual accounts reporting process and overseeing that all accounting policies are followed
- Ensure organization meets with compliance requirements of Tax Authority and Registrar of Society
- Ensure that all legal requirements are met and thoughtful and intelligent governance structures are in place. This includes overseeing the production of the annual report, confirming that all required reporting has been submitted, providing all paperwork to the trustees in advance of a board meeting
- Performance appraisals for the team, identifying staffing needs, staff trainings
- Develop the evaluation of our programmes: the administration of surveys and gathering of data
- Other duties as outlined by the Managing Trustee and Board, which may be subject to change from time to time, and contributing to the overall work of the organisation as required

Relationships:

- Managing trustee, Programmes and Development staff, board members, CA
- Donors: individuals, institution & corporates
- Grantees, artists, volunteers
- NGOs, schools
- Teaching Fellowship Advisory, Community Arts Advisory
- Galleries, museums
- Media

Personal characteristics & skills required

The successful candidate will need to demonstrate the following:

- 15+ years of work experience in the social sector or arts sector with good project and people management, fundraising and networking skills
- Leadership experience
- Appreciation of and passion for the visual arts
- An understanding of the experience of and issues relating to children living in care, and communities living in challenging socio-economic circumstances
- Strong organization skills
- Polished communication skills, both written and oral
- Excellent interpersonal, relationship and teamwork skills with people at all levels of seniority
- An ability to anticipate, understand and respond to the needs of donors to meet or exceed their expectations
- Financial management, bookkeeping and budget management experience
- Strong IT skills, including sound knowledge of Word, Excel, Outlook, PowerPoint. Social media and website skills.
- Comfort with virtual and distance engagement and flexibility with working days and hours

Salary: starting from Rs. 1,00,000 per month, pro-rated (E.g. Rs. 50,000 for 2 ½ days per week)

To apply:

Please send a cover letter (with ref: Artreach Director in the subject line) and your CV to Charty Dugdale at mt.artreach@gmail.com and Veronica George at director.artreach@gmail.com

Interviews for suitable candidates will be held on a rolling basis.

Artreach India welcomes applicants regardless of caste, religion, religious belief, sex, marital status, sexual orientation, disability or age.