



Xico
Executive Director
Phoenix, AZ
<https://xico.org/>

Company Description:

Founded in 1975 in Mesa, Arizona, Xico has dedicated nearly five decades to fostering artistic excellence and providing invaluable opportunities for artists and the community. Through workshops, exhibitions, and community programming, Xico's mission to advance the quality, visibility, and appreciation of Latino and Indigenous culture has led the organization to become a legacy brand within the state of Arizona, most recently receiving recognition from Condé Nast Traveler, who listed the Xico gallery as one of the *10 Best Things to do in Phoenix* for elevating Latino and Indigenous artists, the backbone of Phoenix's arts and culture scene.

Position Description:

Xico seeks a visionary and experienced Executive Director to lead us into our next chapter of growth and impact. The ideal candidate will be a dynamic leader with a passion for preserving and promoting Latino and Indigenous art traditions.

The Executive Director will report directly to the Board of Directors and will be responsible for overseeing all aspects of the organization, including strategic planning, financial management, fundraising, program development, marketing, community engagement and human resources. This role requires a seasoned professional with a collaborative leadership style and a proven track record in nonprofit leadership, ability to navigate organizational transitions, and implement change management strategies.

Reports To: Board of Directors

Staff and Direct Reports:

- Director of Curatorial Services & Programs
- Program Manager
- Part-time Studio and Communications Coordinator

Revenue: \$1.1M

Responsibilities:

Strategic Vision and Leadership

- Collaborate with the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with the organization's core mission.
- Provide leadership and direction to employees and ensure the continued development and management of a professional and efficient organization; establish effective decision-

making processes that will enable Xico to achieve its long- and short-term goals and objectives.

- Practice servant leadership to promote positive morale and high-performing culture.
- Consistently & frequently promote to all staff the mission, vision, and values are reflected in daily activities.
- Envision new initiatives to sustain Xico's future.
- Build trusted relations with key partners & stakeholders, leaders, and staff (external & internal).
- Act as an interface between the organization and community.
- Build alliances and partnerships with other organizations to expand the reach of Xico.

Development

- Maintain a level of visibility in the community that results in new and sustainable relationships for growth as well as stewardship of existing relationships.
- Ensure that the flow of funds permits Xico to make continuous progress towards achieving its mission and that those funds are allocated appropriately to reflect present needs and future potential.
- Formulate and execute comprehensive marketing, branding, and development strategies to ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
- Build professional relationships with key funding sources/grants/donors.

Community & Public Relations

- Act as a primary spokesperson for Xico (large donors, public speaking, advocacy).
- Assure that the stated Mission/Vision/Values are consistently presented in a strong, positive image to relevant stakeholders.
- Provide leadership to the community outreach efforts and encourage the growth of volunteers to support strategic objectives.

Board Relationship

- Reports to the Board & work collaboratively with Board President and Members.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Demonstrate a willingness to collaborate with the Board and leadership team to make informed and inclusive decisions and provide the Board with timely and accurate reports and communication to ensure the flow of appropriate information regarding opportunities and challenges of the agency.
- Routinely advise the Board of the state of the organization with up-to-date information.
- Act as an interface between Board and staff.
- Work strategically with the Board Nominating Committee in the selection of Board Members.
- Formulate policies and planning recommendations & provide to the Board for approvals where necessary.
- Collaboratively work with the Board to develop a strategic plan.

Financial Accountability

- In collaboration with the Finance Committee, oversee the organization's fiscal activity, including budgeting, reporting, auditing & ethical compliance.
- Oversee the development and implementation of an annual budget and develop and monitor processes to execute against the budget with discipline throughout the year.
- Oversee metric development of overall organizational financial health.
- In collaboration with the Finance Committee, project future financial performance.
- Periodically oversee the generation of financial reporting for staff budget compliance.

Analysis

- Design & interpret results-oriented metrics to evaluate the effectiveness & efficiencies of the organizational performance of Xico's programs/departments/services/employees that impact overall organizational sustainability.
- Routinely review analysis of effectiveness & efficiencies of operations data.
- Work collaboratively with staff to review performance data to develop new strategies/improvements.

Regulatory Accountability

- Ensure that all legal and regulatory documents are filed as required and monitor compliance with federal and state laws and regulations (programs, services, and human resources).
- Ensure that financial audits and reporting are completed as required by state/federal law and regulations.

Staffing & Management

- Develop a high-performance team culture that are focused on leadership and accountability at all levels, continuous learning, collaboration, measurement & achievement.
- Provide the necessary resources for staff training, coaching, and onboarding.
- Identify annual staff training standards for Xico employees.
- Identify & communicate to staff Xico's priorities based on short and long-term organizational goals.
- Identify high-level program/service/departmental strategies, plans, and procedures to ensure Mission achievement.

Requirements:

- Demonstrated experience in Non-Profit Leadership and Management which may include the completion of a formal program of study in Public Administration or Non-Profit Management at the undergraduate or graduate level.
- Fiscal Stewardship and Budget Management which includes the ability to accurately forecast, project, and build upon the organization's operating budget to achieve short-term goals while enabling long-term sustainability.
- Experience developing and implementing successful fundraising and development campaigns and programs resulting in diverse revenue streams.
- Strong verbal and written communication skills in English required, and Spanish preferred.

- Experience evaluating, improving, and establishing organizational processes, procedures, and systems.
- Ability to build and maintain positive working relationships with Xico stakeholders, which includes staff, donors, individuals from diverse communities, industry partners, working Artists, and the Board of Directors.

Preferred Qualifications

- Experience leading an organization through a transitional period, managing periods of uncertainty with grace and professionalism.
- Understanding of the Latino, Chicano, and Indigenous audiences, and cultures in Arizona.
- Understanding and appreciation of Latino and Indigenous art traditions a plus.
- Understanding of the sales channels available for art-e-commerce, retail

How to Apply

Please send your resume and cover letter to Sharon Grace at sgrace@duffygroup.com

Equal Opportunity Employer

Xico is an equal opportunity employer and encourages applications from candidates of all backgrounds.

Note – Xico is actively seeking diverse candidates for the Executive Director position. The ideal candidate may or may not have every qualification or experience in every area of responsibility listed above. If you are enthusiastic about the mission and believe you have what it takes to succeed in this role, even if you don't check all the boxes, we encourage you to apply.

Why consider the opportunity?

- Xico is celebrating 50 years in existence and they have a great story and stellar reputation within the community to build and shape the future with.
- They are mission-driven to advance art and culture in the community. They believe art builds culture in the community.
- The organization's culture is collaborative, supportive, shared leadership, and values authenticity, entrepreneurial thinking, and ingenuity.
- A dedicated and supportive Board of Directors.
- Lead a passionate team committed to promoting Latino and Indigenous art traditions.
- The organization is positioned for continued growth and a great time for a CEO to lead the team to the next phase of growing to a \$3-5M organization.

For more information, please contact:

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