



## **Executive Director Job Description**

**About ArtsBusXpress (ABX):** ABX, located in San Diego, CA, was founded in 2002 to fund student field trips to the arts and sciences. We are excited to hire our first ED as we have recently transitioned from an all-volunteer managed non-profit organization, servicing San Diego public K-12 school children for 20 years. This position requires someone who shares our passion for providing field trip learning experiences that excite and ignite a passion for the Arts and Sciences.

Our mission is to “Enrich Student Learning One Field Trip at a Time.” We connect teachers and students to arts and science educators outside the classroom. We raise funds to pay for the costs of **Field Trip Xperiences** whether it is for bus transportation for an on-site visit or for an educator to present virtually, in other words, with or without the bus. We bring STEAM content and careers never imagined to students.

**Position Summary:** The ED is responsible for the management of ArtsBusXpress (ABX) including all fundraising activities, hiring and training staff, implementing the vision for the organization as set forth by the Board of Directors, and ensuring ABX is managed to the highest legal, fiduciary, and ethical standards. The ED’s role includes, but is not limited to leading and/or participating in strategic planning, fundraising, grant writing, marketing, HR function, community and corporate outreach, and ensuring funds are distributed in accordance with established ABX policies. The ED works with the Board of Directors/Advisors to plan strategically, establish and develop collaborative relationships, and communicate with key partners as needed. This person should be bold and confident raising money for a mission they deeply believe in. This person must thrive on initiating and cultivating strong donor relationships, be self-motivated and enjoy the K-12 sector.

### **Experience:**

- Minimum of three to five years of senior level management and/or leadership experience in small to medium size nonprofits and/or commercial business.
- Minimum of three to five years of experience in nonprofit event planning and fundraising.
- Knowledge of the K-12 education environment as teacher, administrator; foundation, vendor or PTA member.
- Familiarity with the San Diego nonprofit education sector a plus.
- Familiarity with San Diego’s arts and science community sector a plus.

### **Qualifications:**

- Demonstrated leadership, sense of vision, and ability to collaborate, motivate and inspire others, while maintaining mission centric focus.
- Demonstrated fundraising ability and event management experience.
- Strong interpersonal, presentation, communication and public speaking skills coupled with a professional demeanor.



- Strong project management, analytical and problem-solving skills.
- Extensive knowledge of nonprofit finance, regulations, and budgeting.
- Successful grant writing and fundraising experience.
- Ability to work effectively with volunteers, school personnel, arts and science venue staff, donors and community leaders.
- Excellent time management skills and well organized.
- Proficient in IT platforms including but not limited to Microsoft products, non-profit grant management and donor management systems.
- Ability to use social media and other strategies to promote ABX.
- Self-motivated, energetic, enthusiastic and works well with others.

### **Compensation – Benefits**

- Remote with office space available.
- \$45 per hour.
- Part-time position (30 hours to start).
- Vacation/Sick Pay
- Health Premium Allowance

**Reporting:** The Executive Director reports directly to the Executive Committee of the ABX Board of Directors.

**Education:** BA or BS required; Advanced degree, certificate in nonprofit management, CFRE preferred.

### **Equal Opportunity Employer:**

ABX is proud to be an Equal Opportunity Employer. We are committed to aligning our culture, programs, and business practices to be a beacon of diversity, equity, inclusion, and belonging. Our strength comes from honoring diversity and celebrating the visible and invisible qualities that make each person unique.

**For more information or to apply with your resume and cover letter (put ABX ED search in the subject line), please contact: Ted Peña, Board President**  
[Ted.pena@artsbusxpress.org](mailto:Ted.pena@artsbusxpress.org)

The search will remain open until the position is filled with the candidate who shares our passion and desire to “enrich students one field trip at a time, with or without the bus, to the arts and sciences.”

**For further information, visit [Artsbusxpress.org](http://Artsbusxpress.org).**