



2540 Barrett Avenue, Richmond CA 94804  
510-620-6772 | richmondartcenter.org

## **Richmond Art Center Seeks Executive Director**

Date: February 2026

### **Job Description:**

Organization: Richmond Art Center, 2540 Barrett Avenue, Richmond, CA 94804

Job Title: Executive Director

Reports to: Board of Directors

Job Type: Full-time

Salary: \$110,000.00 - \$130,000.00 annual salary

Status: Exempt, full-time

Application Deadline: March 30, 2026

### **About Richmond Art Center:**

For ninety years, Richmond Art Center has served residents of Richmond and surrounding communities by providing studio art education programs for adults and children, exhibitions, off-site classes, and community interactive experiences. Richmond Art Center's mission *is to be a catalyst in Richmond for learning and living through art.*

Our organizational values, which are relevance, equity and creativity, guide our programming. The strategic priorities outlined in Richmond Art Center's most recent Strategic Plan are:

- 1. Be leaders in contemporary and intersectional thinking about art, artistic expression and arts education.*
- 2. Attract, develop, support and retain leadership, staff, community partnerships and audiences who embody the diversity of the Richmond Bay Area.*
- 3. Ensure that highly effective and cohesive communication, collaboration and internal operations systems are in place.*
- 4. Generate resources to support organizational capacity, facilities improvement and programmatic growth.*

### **Position Overview:**

We are looking for a dynamic and experienced leader to steward Richmond Art Center as a participatory space that equitably grows and sustains innovative art practices in Richmond. Strong fundraising and organizational leadership skills are fundamental to the position.



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### **Position Details:**

Advance arts learning and practice in Richmond; implement Richmond Art Center's Strategic Plan with the board, staff and community stakeholders; ensure that program development, implementation and evaluation are consistent with Richmond Art Center's mission; identify, engage and collaborate with mission aligned organizations.

### **Organizational Leadership**

- Maintain an inclusive, positive, cooperative, healthy and safe environment at Richmond Art Center for all who work, volunteer or visit in accordance with legal requirements, good employment practices and Richmond Art Center's mission, vision and values.
- Cultivate respectful relationships with staff and within the community; lead and manage a team of 15 administrative staff; oversee management of teaching artists and volunteers.
- Oversee administrative and technical support for all Art Center operations and events and ensure Richmond Art Center meets all applicable legal and record-keeping requirements.
- Develop and manage annual budgets; oversee financial controls, practices and reporting.
- Direct the development and implementation of public relations strategies; oversee marketing initiatives to facilitate growth.
- Ensure effective communication between staff and board; identify, assess, and inform the board of all internal and external issues that impact Richmond Art Center.
- Identify and implement a vision for the future and growth of Richmond Art Center

### **Financial Resources**

A majority of the ED's time will be devoted to ensuring the financial strength and sustainability of Richmond Art Center including the following responsibilities:

- Develop and oversee implementation of annual giving, major gifts plan, and special fundraising events to maintain and increase Richmond Art Center's financial strength; Identify, cultivate and meet with new and existing donors to solicit donations and steward relationships.
- Work with RAC staff and Board to identify and secure grants and sponsorships.
- Develop and maintain good relationships with the City of Richmond, the West Contra Costa County Unified School District and other actual and potential Art Center supporters.



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- Work with the board president to build board involvement in and capacity for fundraising.

**Experience and Attributes:**

- Strong commitment to equity, diversity and inclusion in determining the arts' role in the community;
- Passion to serve Richmond and knowledge and understanding of issues relevant to its community.
- Strong facilitation, presentation and public speaking skills.
- Demonstrated experience leading and working collaboratively with multiple diverse stakeholders including, staff, community, strategic partners, board and volunteers.
- MA, MBA, or other post graduate degree in a relevant field or an equivalent combination of education and experience.
- 5 years minimum experience in an executive director or senior leadership role.
- Success in grant writing and annual and major gift fundraising efforts, preferably for organizations with budgets exceeding \$1,000,000.
- Experience in public events planning, art education and cultural, social and fine arts programming.
- Experience supervising and cooperating with a diverse staff.
- Ability to travel locally, with occasional work evenings and weekends.
- Demonstrated ability to multitask, make decisions quickly under pressure, and to find creative solutions to complex issues quickly, efficiently and calmly.

Spanish language proficiency is a plus.

**To Apply:**

Upload a PDF cover letter, résumé, a statement demonstrating your commitment to working with diverse communities, and three references to the secure online portal at [richmondartcenter.org/executivedirector](http://richmondartcenter.org/executivedirector)

Accommodations are available for applicants with disabilities.

Richmond Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.