TEENTIX DEPUTY DIRECTOR

Direct Supervisor: Executive Director
Direct Reports: Development Manager, Communications Specialist
Shared Reports with Executive Director: Bookkeeper, Grant Writer
Oversight of the following Team Members: Digital Marketing Coordinator x 3 (all report to the Communications Specialist)
Department: Leadership; Business Operations, Partnerships, Fundraising, Communications
Position Status:
- Full time – 40 hours/week, $60,320 annual salary, with medical & vision
- Primarily work-from-home during the COVID-19 pandemic. Majority of work during weekday business hours 10am - 6pm M-F, some evening and weekends per needs of programs and events. When appropriate, TeenTix will return to the office Tues - Thurs, with Mon & Fri work-from-home.

OVERVIEW OF POSITION
We are looking for a talented, passionate, thoughtful, and innovative arts leader to join Team TeenTix as our Deputy Director! This position is ideal for someone who is looking to grow into an executive leadership position.

We are seeking an energetic go-getter who will bring strong leadership, organizational and management skills, and a commitment to youth empowerment to TeenTix while working to strategically advance our engagement with the community.

This person will join our leadership team including the Executive Director and Teen Program Director to implement and envision TeenTix’s future, with regular participation from our Board of Directors, Alumni Advisory Council, and teens. TeenTix’s FY22 approved operating revenue is $332,308.

They will lead the execution of our annual budget and regular business operations, building and managing TeenTix Arts and Community Partner relationships, oversee our annual communication and fundraising strategies, and support TeenTix volunteers. The Deputy Director will partner with our leadership team on the following leadership initiatives; ensure staff feel supported and mentored in their work, guide strategic and successful program growth, support the production of our annual events for teens and supporters, engage with our community, and invest in our anti-racism initiatives alongside our staff, board, teens, and volunteers.
OUR COMMITMENT TO ANTI-RACISM
TeenTix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own organization, and to help our partnered arts and culture organizations do the same. To that end, all staff, interns, and TeenTix leadership participate in anti-racism work through group and independent learning, engagement in regular discussions at staff meetings, and act as active participants in work being done in the community. Our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art.

We recognize that a key method to shifting constructs of white supremacy and inequities built into traditional fundraising practices is to follow community-centric fundraising principles, such as centering race, supporting our nonprofit partners, valuing transparency with all of our audiences - especially young people, and working together as a tiny but mighty staff to approach all challenges and opportunities as they arise. Our Deputy Director will be someone who is willing to jump into these efforts, to help drive organizational change, to challenge institutional practices, and to ensure youth voices are always at the center of TeenTix. Please read more about how we approach addressing our equity work on our website here.

ESSENTIAL RESPONSIBILITIES
This person will ensure smooth daily business operations while also leading, managing, and strategically advancing our public presence and community engagement through a variety of channels with the support of their team.

Strategic and Management Responsibilities:
- Participates in and leads high-level strategy and growth conversations with TeenTix Leadership (staff, board, and teens).
- Participates in all Board meetings; leads and/or participates in meetings with Committees, Alumni Advisory Council, and teens (as needed).
- Manages and leads a team of 5 to execute all external communication and engagement strategies, inclusive of marketing and fundraising. This team will consist of one full-time Development Manager (to be hired), a part-time Communications Specialist, and three part-time young people who implement our digital marketing and engagement strategies (they report to the Communications Specialist). Additionally, there is shared oversight of the Bookkeeper and Grantwriter with the Executive Director. Other duties and reports may be assigned to the Development Director as needed by the Executive Director on a temporary basis. TeenTix prioritizes the education and mentorship of young people in the arts community and regularly works with teens and developing arts leaders from ages 15 to 26.
Partnerships:
- Builds strong relationships with our Arts & Community Partners, supporting their efforts to develop authentic relationships by sharing best practices in working with youth, additional marketing support through TeenTix channels, and supporting the Teen Programs Director with collaborative programming.
- Regularly communicates with Partners regarding current TeenTix activities, promotions, and program changes through our Partner Bulletin & Journal, the Partner Portal, and on-boarding/participation materials.
- Maintains all Partner records; inclusive of all idiosyncrasies, primary contacts, annual contracts and payments, and associated program data.
- Responsible for selling and managing digital advertisements through TeenTix channels to all TeenTix Partners, meeting an annual revenue goal.

Operational Management:
- FINANCE: Participates in building the annual budget with the leadership staff. Oversight of monthly bill pay and revenue reconciliation with the Bookkeeper and Development Manager. Responsible for monthly reporting and annual budget co-management with the Executive Director.
- HR: Onboarding new staff and interns with proper HR paperwork.
- ADMIN: Responsible for regular business operations including mail, a calendar of business taxes/filings/reporting, purchasing and maintaining office and program supplies, digital and physical files and archives, office technology (computers, passwords, postage, phones).
- CUSTOMER SUPPORT: Respond to info@teentix.org inquiries from adults, teens, and TeenTix Partners as well as phone support and returning messages when in-office along with TeenTix staff.

Fundraising and Communication Responsibilities:
- Supports the Development Manager in executing donor engagement and stewardship activities, annual fundraising events such as our gala, online giving campaigns, and appeal letters.
- Manages the communications team through the development and execution of a dynamic communications calendar (inclusive of press releases, e-newsletters, social media, and video).
- Maintains teen program and supporter statistics and participant feedback along with the Teen Programs Director for fundraising communications (grants and campaigns) and strategic program growth.
- In collaboration with the Executive Director and the Teen Programs Director, responsible for growing the TeenTix family, including donors, teens, parents, and Partners through everything from small personal touches to stewardship and fundraising events.
QUALIFICATIONS
Your previous experience should include:

- A strong track record of professional leadership and nonprofit experience. Relevant education (such as secondary education study in arts management, non-profit development, business management) a bonus.
- Minimum three-years experience in a non-profit role, ideally having held previous leadership and management roles in the youth or arts fields
- Understanding of non-profit organizational structure, annual budgeting and program execution, and strategic growth
- Previous fundraising experience; online campaigns, events, database management, and donor relations
- Managing relationships with colleagues, staff, teens, and supporters

You should flourish in a human-paced work environment:

- Stellar written and oral communication skills
- Ability to collaborate or work autonomously as required
- High level of detail orientation and personal organization
- Ability to get along with young people in an office-environment, including support and mentorship of those in our programs and on our team
- Entrepreneurial spirit, high risk-tolerance, willingness to support and participate where needed

Your values should encompass:

- An enthusiastic commitment to supporting equitable access to art for all young people but especially for teens who have been excluded from arts participation, including but not limited to teens of color, LGBTQIA, low-income, English as a second language, and with unstable housing
- A love of discussing and engaging with art amongst individuals of all ages
- A love of learning, and a desire to gain new information and skills
- A strong passion for social justice and arts access

We give you bonus points for:

- A personal involvement in the arts as an art-maker or art-buff

THE TEENTIX CULTURE
TeenTix is an organization that is deeply committed to helping our employees achieve their career goals and maintain a good quality of life while working hard at a small non-profit. TeenTix regularly works horizontally and prioritizes
collaboration and all staff having input in decision making, which helps everybody stay accountable to one another. All of our staff engages in a regular arts practice, and is supportive of creating an environment that allows for a personal relationship with art and community. The work is challenging, fun, inspiring, sometimes frustrating, most frequently extremely rewarding, and is possible with an artist-or-family-friendly schedule. As the central office of a community-wide effort to engage young people with the arts, TeenTix enjoys amazing access to a wide variety of arts organizations and colleagues.

WHAT YOU WILL GET
Full time, 40 hr/week position with a flexible, family-friendly schedule, $60,320 annual salary. Additionally, professional development opportunities will be supported by TeenTix per your areas of interest including but not limited to secondary education, conferences, speaking engagements, and trainings.

- 40 hours/week, full-time salary, exempt
- Medical and vision benefits fully covered by TeenTix
- $50 transportation stipend each month

Employees receive benefits in accordance with the hours regularly worked:

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<tr>
<th>Type of Leave</th>
<th>TeenTix Offers</th>
<th>This Position Will Receive</th>
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<tbody>
<tr>
<td>Holidays</td>
<td>14 Paid Holidays</td>
<td>8 paid hours/holiday</td>
</tr>
<tr>
<td>Vacation</td>
<td>12 Days Paid Vacation</td>
<td>3.694 hours accrued per pay period during first year of employment</td>
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<tr>
<td>Paid Time Off (PTO)</td>
<td>PTO used for non-vacation or holiday time including bereavement leave, care-taker needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time</td>
<td>96 hours PTO accrued per year</td>
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TO APPLY
Young people, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply. Your time will be respected and you will not be asked to treat yourself as an unlimited resource.

Please send a resumé and cover letter to jobs@teentix.org. Cover letter may be in the form of a written or video submission.

We will begin reviewing applications on March 28, 2022. We will continue to review applications on a rolling basis after that date. Zoom or in-person
interviews will be conducted on an ongoing basis with TeenTix’s Executive Director. Applicants who are invited for further interviews will be asked to submit two samples relevant to this position (please only provide existing samples of work you have been a key driver in the completion of, such as a fundraising plan, communications plan, organizational policies, etc.), and will be joined by staff, teens, and board.

We hope to fill this position in May 2022.