

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.

Chief of Staff

The mission of Baltimore Office for Promotion & Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create pride by promoting Baltimore to Baltimoreans; and, to use the arts and events marketing tools to promote Baltimore's assets locally, regionally and nationally. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

Position Description

The Chief of Staff (COS) is a full-time, exempt position, that provides strategic administrative support to the Chief Executive Officer (CEO). Manages specific day-to-day affairs of the organization and serves as a trusted member of BOPA's executive team. The CEO relies on the COS to troubleshoot and handle the daily needs of the company. This allows the CEO to then focus their efforts on developing strategies to grow the company. BOPA's COS leads a complex organization, by coordinating and supporting staff as the primary aide-de-camp to the CEO. In general, the position provides a buffer between the CEO and the CEO's direct-reporting team. The COS works with BOPA's Directors to solve problems, mediate disputes, and deal with issues before they are brought to the CEO and is also a confidante and advisor to the CEO, acting as a sounding board for ideas.

Essential Duties and Responsibilities:

- Delivers project management, strategic planning, and implementation support for key organizational initiatives as assigned by the Chief Executive Officer
- Leads development of annual plan and community report on behalf of BOPA/ Baltimore Festival of the Arts, Inc. (BFAI)
- Acts as liaison during and after external meetings as needed
- Assists with information gathering, multilayered communications, plan developments, etc.
- Manages special projects assigned by the CEO Proactive identification of issues that could impact the successful execution of the CEO's commitments: This responsibility involves elevating those issues about which the CEO should be aware and framing/positioning ideas to resolve the problem/mitigate the risk.
 - This is among the most challenging aspects of the job and will require the COS to focus on the underlying interests of the parties working with the

CEO, understand their intentions, and creatively identify alternative means of handling pressing issues.

- Support the executive team's communications with the CEO. They will support the needs of the executive staff in their ability to raise critical issues with the CEO and receive responses, guidance, and decisions.
- Present ideas for special projects that might facilitate the CEO's/leadership's objectives.
- Present findings to CEO, Executive staff, or Board, as appropriate.
- If necessary, oversee transfer of the project to other stakeholders within the organization.
- Coordinate with the Marketing Department to ensure that the CEO has an inventory of upcoming communication "events" – including articles, columns, speeches, panel discussions, etc.
- Work with CEO, CFO and Marketing director to determine the role the COS will play in outlining, drafting, and/or researching key events and initiatives in support of each event.
- Present timely work-in-progress updates to the CEO on the status of the key events and initiatives, mentioned above.
- Represent the CEO in internal meetings and select outside forums that the CEO cannot attend or, accompany another BOPA executive to a meeting.
- Engage in root cause analysis – often without prompting from the CEO or others – on issues and opportunities that could impact the BOPA agenda
- Confirm hypotheses through tactful and discrete engagement with the relevant parties.
- Develop alternative approaches to addressing the problem or opportunity.
- Succinctly update the CEO on the issues, supported with facts and recommendations.

Qualifications

- Minimum of 5 years senior level management experience in a fast-paced multi-faceted organization.
- Project management and/or operation programs.
- Track record of thinking conceptually and mastering complex subject matter quickly.
- Excellent interpersonal skills.
- Strong relationship builder and communicator.
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems.
- Ability to create a positive environment that is able to respond to constant change
- Ability to work well with supervisors, co-workers, Board members and external stakeholders.

- Ability to work independently and to undertake supervisory responsibilities as needed.

Compensation & Benefits:

- Salary range is \$125,000 to \$150,000 annually
- Benefits include Medical, Dental, Vision, LTD, STD, Life and AD&D
- 403B Retirement Plan with employer match
- Paid Holidays
- Paid Sick and Vacation accrual
- Parking or Monthly Transit Pass (subject to availability)

Application Process:

Email cover letter and resume to: Jjohnson@promotionandarts.org. No phone calls please.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions