



PROJECT X FOUNDATION FOR ART & CRITICISM  
PO Box 41-437, Los Angeles, CA 90041  
[www.X-TRAonline.org](http://www.X-TRAonline.org)

## **EXECUTIVE DIRECTOR, PROJECT X FOUNDATION FOR ART & CRITICISM**

Full-time, exempt, beginning January 2022

### **ABOUT THE ORGANIZATION**

The Project X Foundation for Art and Criticism is the 501(C)3 nonprofit corporation that supports X-TRA. Since its founding by artists in 1997, X-TRA has been a vibrant platform for critical writing about contemporary artistic practices. The longest-running art journal in Los Angeles, X-TRA consistently pushes beyond the mainstream—discovering and highlighting exemplary writers’ voices in the field, giving voice to emerging and established artists through commissioned artist projects and editions, and designing celebrated programs including artist talks, interviews, and performances. X-TRA Online expands this legacy, offering original, immediate, and intimate content that takes the form of artist’s writing, writers reading, conversations, an archive, and special projects. <https://www.x-traonline.org>

### **JOB OVERVIEW**

The Project X Foundation for Art and Criticism, which publishes X-TRA, the longest-running art journal in Los Angeles, is searching for a new Executive Director (ED) to lead the organization. Ideally, the ED will be a dynamic collaborator attuned to current conversations about contemporary art who can lead the organization during a period of transformation and opportunity. Working closely with the Project X Board on fiscal and strategic planning, the ED is responsible for fundraising and advancement, overseeing operations, marketing, and directing programs. The ED will work in tandem with the Editorial Board of X-TRA magazine to ensure it has the resources it needs to continue its work and advance its print and digital presence.

The Project X Foundation Board and X-TRA Editorial Board are committed to addressing diversity, equity, accessibility, and inclusivity within the organization and throughout its publications, programs, board development, collaborations, partnerships, and staff. To support this goal, the ED will participate in ongoing conversations as the organization envisions its future and will eventually develop and execute a strategic plan. Externally, the ED will represent Project X during this period of growth, in its mission to spark critical discourse about contemporary art and to engage new audiences in Southern California and beyond.

### **Fundraising and Advancement**

**(45%)**

The ED works with the Board to establish annual fundraising goals. Working with the Fundraising Committee, they direct the organization’s fundraising strategies, including membership, donor stewardship, sponsorship, and grant writing. Fundraising events, held virtually or in-person, may include an end-of-year campaign, biannual gala, limited editions, capital campaign, and other special events. The ED will oversee all planning details, and will work with the Administrative Associate, Board, and interns to execute these events and campaigns. The ED is responsible for maintaining grant calendars, writing all grant proposals and reports in a timely manner, and cultivating relationships with program officers in private foundations and civic agencies. They will steward existing donors and develop new funding streams, sponsorships and partnerships.

### **Operations and Fiscal Management (25%)**

The ED oversees operations management for Project X Foundation, X-TRA journal and X-TRA online. The ED will maintain regular communication with the Editorial Board to ensure it has the resources it needs to continue its work and advance its print and digital presence. They attend Editorial Board meetings as needed and work closely with Editorial Board and publishing staff to troubleshoot, maintain timely distribution, funding, and marketing. The ED supervises publishing staff (Executive Editor, Online Editor, Publication Production Coordinator), as well as the Administrative Associate, who is responsible for office administration, board scheduling, subscription distribution, and store fulfillment.

The ED works with the Board and Finance Committee to develop and manage the fiscal year budget, establish annual fundraising goals, and engage in long-term financial and strategic planning. The ED maintains and keeps accurate records of Foundation's finances, billing, monthly reconciliations, and communicates regularly with the Foundation's accountant. They are responsible for payroll to all staff, payments to all contractors and vendors, and provide reports as needed to the Board for annual reporting and tax filing.

### **Programming (15%)**

The ED envisions, initiates, and oversees programs in partnership with the Foundation and Editorial Boards to increase engagement and expand its audience. With support of the Administrative Associate, Publication Production Coordinator, and Interns, they organize issue launches, as well as events at book fairs, art fairs, and partner organizations. In addition, the ED supervises the Online Editor and Publication Production Coordinator in the development of X-TRA Online content and programs, and will ensure the organization's content maintains its quality, consistency, and accuracy across its digital platforms.

### **Marketing (15%)**

The ED develops and oversees publicity and marketing campaigns for publications and programs, maintaining the visual brand and voice of the organization. They work with the Administrative Associate to develop timetables and drafts, emails for content and design, and ensures consistent look, quality and tone of communications. With support of the Administrative Associate, the ED supervises all social media strategies, and oversees advertising and institutional partnerships, as well as strategic campaigns.

### **The ideal candidate will have the following qualifications and qualities:**

- A Bachelor's degree is required; an advanced degree in arts or humanities is preferred.
- A minimum of 5-7 years leadership or senior management experience in non-profit, arts and/or cultural organizations in a supervisory capacity;
- A skilled communicator and active collaborator;
- 5+ years experience in fundraising, grant writing, membership, and donor cultivation;
- Proven experience growing audiences and/or organizational capacity;
- Experience working with and developing a Board of Directors;
- Commitment to growing diversity and equity within the organization;
- Knowledge of contemporary art, publishing, and/or scholarly writing;
- Professional relationships within the communities the organization serves;
- Knowledge and interest in the art and cultural history of Los Angeles and surrounding region;
- Familiarity with Quickbooks Online, Word, Excel, Google Drive, Wordpress, Instagram, Facebook, Twitter, Google Analytics, Mailchimp. Graphic design capabilities are a plus.

**SALARY RANGE**

\$75,000 - \$80,000, with benefits package including health insurance, paid time off, and personal days. The ED has access to a private office near Atwater Village in Los Angeles, but some duties can be performed remotely. The ED reports to the Project X Foundation Board.

**TO APPLY**

Send a cover letter, resumé, and references to the search committee at [projectx@x-traonline.org](mailto:projectx@x-traonline.org).

We encourage all applicants to familiarize themselves with our programs and website, and to share in your letter what aspects align with your strengths, interests, and experience.

Applications will be reviewed on a rolling basis and candidates will be contacted for interviews in October 2021. Position will remain open until filled.

**EOE STATEMENT**

Project X Foundation for Art and Criticism acknowledges and honors the fundamental value and dignity of all people; we pledge our individual and organizational efforts to build respect, dignity, caring, and equitable treatment for all. As an organization, we are committed to a socially just world that promotes freedom from oppression, including but not limited to racism, sexism, classism, heterosexism, ageism, and ableism. Thus, in our workplace as well as in our interactions with outside individuals and groups, we aim to be adaptable, to be actively anti-racist, to embrace cultural differences, and to be accessible for all people regardless of resources or abilities. We seek to foster an environment where all ideas are safely expressed in a spirit of mutual respect.

Project X Foundation for Art and Criticism is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, abled status, genetic information, protected veteran status, or any other characteristic protected by law.

*Posted September 13, 2021*