

JOB TITLE: Chief Executive Officer
LOCATION: San Francisco, CA
FLSA STATUS: Exempt

MISSION & BACKGROUND

CAST is a community-centered real estate organization that secures and stewards affordable, inclusive spaces. We work with partners to build a new real estate paradigm in the Bay Area - one that recognizes the essential role of arts and values the cultural soul of our communities. Over the past 10 years, CAST has worked with cultural, community and economic development organizations to build capacity and community wealth, raising ~\$50 million to launch the organization and to acquire and open six cultural centers across San Francisco, Oakland and San Jose. CAST has also been instrumental in the entitlement and predevelopment of 119 affordable residences and the Liberation Park Market Hall and Cultural Hub in partnership with Black Cultural Zone. CAST has several new projects in development totalling more than 120,000 square feet of new cultural spaces across the region, and continues to innovate cultural placekeeping, which has helped to inspire CAST-like ventures in London, Austin, Denver, Seattle, and Sydney. For more information, visit cast-sf.org.

Now celebrating its 10th anniversary, CAST is searching for a new CEO who is a visionary collaborator and can bring a fresh and inspiring vision, leadership, and management. The \$3.6 million organization is governed by a board of directors, led by a 12-member staff, and stewards ~\$60 million in assets.

CORE ROLES AND RESPONSIBILITIES

The CEO's essential job duties/responsibilities include, but are not limited, to the following:

- Complete and implement a new strategic plan that articulates a restated vision, goals, and strategies that will help bring in diverse revenue sources, spearhead new real estate projects, and strengthen the alignment of the organization's real estate mission with the needs and desires of artists, culture makers, arts organizations, and communities.
- Direct and oversee all aspects of CAST operations, including:
 - The implementation and tracking of the organization's vision, goals, and strategies to achieve the organization's mission.

- Board of Directors' development to be stewards of the organization's mission, as well as for the organization's financial and fiduciary stability and sustainability. Expand and support the Board's ability to fundraise.
- Staff development and organizational structure to implement the organization's strategies to achieve organizational goals.
- Staff and/or consultant work to ensure fundraising goals are achieved.
- Staff and/or consultant work to ensure systems are in place to maintain fiduciary and financial compliance, to develop and maintain annual budgets, and maintain the good standing of CAST as a non-profit corporate entity.
- Establish and monitor annual budget/financial, operational, programmatic, and real estate development goals, and provide quarterly reports to the Board, particularly regarding risks, constraints, strengths, and opportunities.
- Represent CAST in diverse public forums related to community engagement, arts and cultural policy and practice, urban and economic development, impact investment, and innovations in arts and cultural placemaking and place preservation.
- Direct and oversee the alignment of community engagement, communications, and real estate development to achieve the vision and goals of the organization.
- Lead philanthropic and investment fundraising and ensure fund development capacity at the staff, consultant, and board levels.
- Develop and maintain strong relationships with investors, lenders, donors, foundations, and governmental agencies and officials that invest in real estate development projects proposed by CAST.
- Oversee and lead CAST staff, currently 12 people, in a collaborative, hybrid work environment, and establish and meet hiring goals that ensure staff diversity and skills needed to achieve the organization's vision and goals.
- Develop and advocate for policy, programs, data, funding, and strategies as an inspiring visionary and change agent regarding CAST's mission and the role of arts and culture in community and economic development.

REQUIRED EXPERIENCE, SKILLS, AND CHARACTERISTICS

- Eight or more years of successfully directing an organization or department similar or relevant to CAST. Preference for experience in real estate development.
- History of success in overseeing and/or securing significant funding and investment in new venture(s), nonprofit organization(s), financing for large real estate development projects, and/or urban community and economic development projects. Preference for experience in finance and fund development related to arts and culture.

- Direct experience in overseeing and directing real estate development, acquisition, and asset management. A plus is experience as a developer, lender/investor, director of a real estate organization or department, or technical assistance provider, such as a real estate lawyer, real estate financial analyst, or other leadership level professional involved in real estate development.
- Ability to bring existing relationships and networks to bear on funding and investment for CAST projects and operations.
- Excellent writing and oral presentation skills.
- Commitment to integrated/systems thinking, brainstorming, problem solving and innovation.
- Commitment to inclusive stakeholder community engagement to “dream spaces” - to create ideas and strategies in the planning process.
- Understanding of the arts and culture ecosystem and how to address capacity and resource gaps for artists and arts and cultural organizations. Preference for experience related to arts and cultural ventures or organizations serving communities that have been historically underserved and under-resourced.
- Experience and success in creating, leading, and mentoring dynamic, highly collaborative, [human-centered](#), and action-oriented teams.
- Creative, curious, passionate, intelligent, inspiring, and thoughtfully leads with respect, integrity, confidence, and humility.
- A strong ability and willingness to speak knowledgeably, authentically, and powerfully about the importance of arts and culture in cities and neighborhoods.

Candidates must have an appreciation and understanding of CAST’s mission, as well as the role of arts and culture in community and urban development in communities and neighborhoods that have been historically underserved and under-resourced.

Connections in, and awareness of, the arts and culture community in the Bay Area, are not required, but are advantageous.

HOW TO APPLY

Interested and qualified candidates may apply by submitting the following documents in a Portable Document Format (PDF).

1. Cover Letter (signed and dated)
2. Curricula Vitae / Detailed Resume (current)
3. References with Contact Information (a minimum of three references relevant to this job position and whom CAST may contact)

Address and send to jobs@cast-sf.org and include in the subject line: **CEO Application**.

The Community Arts Stabilization Trust (CAST) is an Equal Opportunity Employer and as such, complies with Federal, State, and/or Local employment laws. California law protects individuals from illegal discrimination by employers based on the following (Source: State of California, Civil Rights Department):

*Race, color
Ancestry, national origin
Religion, creed
Age (40 and over)
Disability, mental and physical
Sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions)
Sexual orientation
Gender identity, gender expression
Medical condition
Genetic information
Marital status
Military or veteran status*

CAST encourages qualified candidates of diverse backgrounds to apply.