



Executive Director

*Hoffman Center for the Arts
Manzanita, Oregon Coast*

Position: Executive Director

Location: Manzanita, Oregon Coast

Organization: Hoffman Center for the Arts

Reports to: Board of Directors

Direct Reports: Administrative Coordinator (.5 FTE), Writing Program Lead (contractor), Bookkeeper (contractor), Horticulture program lead (volunteer), Clay program lead (volunteer), Gallery Coordinator (volunteer)

FLSA Status: Exempt, full-time position; some evenings and weekends required

The Opportunity

Do you believe in the power of vibrant, engaged communities where the arts are woven into daily life? Are you excited to connect with people, build strong systems, and help shape the future of an arts organization on the Oregon Coast? Then you might be a great fit as the next Executive Director for the Hoffman Center for the Arts!

This hands-on leadership role is ideal for someone who deeply believes in the arts' power to strengthen communities and who enjoys building relationships and long-term sustainability. The Executive Director role at the Hoffman Center is both strategic and operational. The ED serves as the organization's primary leader while also taking an active, day-to-day role in administration, community engagement, and program support.

Fundraising is an important part of this role. The Executive Director builds and stewards donor relationships, helps shape fundraising strategies, participates in grant writing and supports fundraising events, and works closely with the Board to ensure strong and sustainable philanthropic support.



With 60+ events across literary and visual arts, gallery, horticulture, and clay studio programs, and thousands of visitors to the center each year, an arts administrator with a systems thinking approach who is motivated, imaginative, creative, and flexible will thrive in this role.

About the Organization

The Hoffman Center for the Arts, founded in 2004, is a vibrant community arts organization on the Oregon Coast. We offer an expanding range of programs, including exhibitions, classes, artist talks, and community events that bring people together through art, creativity, and learning. The Executive Director serves as the organization's top leader and works in close partnership with an engaged and dedicated Board of Directors to advance the mission, steward resources, and ensure strong operations. The organization is financially stable.

Key Responsibilities

Organizational Leadership

- Provide strategic leadership aligned with the organization's mission and values.
- Partner with the board on vision, planning, and governance.
- Oversee day-to-day operations and ensure organizational effectiveness.

Community Engagement and Visibility

- Serve as a visible and engaged representative of the organization in the community.
- Build and maintain strong relationships with artists, donors, partners, and volunteers.
- Champion inclusive, accessible arts programming.

Development and Financial Stewardship

- Lead fundraising efforts, including major donor relationships, individual giving, annual appeals, grants, and events, working closely with the Board in shared fundraising efforts.
- Oversee an annual budget of approximately \$450,000.
- Ensure sound financial management and long-term sustainability.



Staff and Program Oversight

- Lead through influence as well as direct supervision, supporting a mix of staff, contractors, and volunteer program leaders.
- Foster a healthy, collaborative workplace culture.
- Ensure high-quality programs that respond to community needs and interests.

Key Focus Areas for the New Executive Director

- Prioritize and enhance community engagement.
- Provide strategic leadership for staff and volunteers.
- Develop and sustain local and regional partnerships.
- Oversee donor relations and fundraising efforts.

We Are Seeking Someone Who:

- Has 5 to 7 years of progressively responsible leadership experience in a nonprofit, arts, community-based, or related organization.
- Is passionate about the arts and building meaningful community engagement.
- Is skilled in strategic visioning and planning.
- Is strong in systems thinking, implementation and project management, and technologically adept.
- Is an excellent communicator with strong interpersonal skills.
- Is deeply committed to inclusivity and to understanding the arts' role and meaning in community life.
- Is emotionally intelligent, humble, and grounded in integrity.
- Is appreciative of creative, fun, and inspiring environments.
- Is excited and able to represent the organization throughout the surrounding communities.
- Is enthusiastic about living and working on the Oregon Coast.

Compensation and Benefits

- Salary range: \$72k - \$76k based on experience; eligible for annual reviews and opportunity for annual performance-based salary increase.

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- Benefits: 15 days (3 weeks) personal leave annually; accrues monthly (increases to 18 days year two).
- Ten paid holidays plus three floating holidays.
- \$600/month taxable healthcare stipend.
- Four free HCA workshops each year underwritten by the Hoffman so that the instructor is paid
- Professional development budget of \$1,500 annually to use as you see fit, not part of income.
- IRA match up to 3% of salary (excluding healthcare stipend).
- Flexible schedule with some remote work possible, in coordination with staff and volunteers.

How to Apply

Please submit a resume and a brief cover letter describing your interest and relevant experience to hire@hoffmanarts.org by **March 13, 2026**. Applications will be reviewed on a rolling basis.