



POSITION DESCRIPTION

Executive Director (Part-Time)

Cultural Access Collaborative

Part-Time • Exempt • Remote, Based in Metro Chicago

About the Organization

Cultural Access Collaborative (“The Collab”), formerly Chicago Cultural Accessibility Consortium, believes everyone deserves access to arts and culture. Since 2013, the organization has provided professional development, tools, and community-building to help Illinois cultural spaces become more accessible to visitors with disabilities. The Collab is now a statewide Illinois nonprofit with a volunteer-led Steering Committee and Board, a \$130,000 annual budget, and major support from foundations, public agencies, and individual donors. Previously led entirely by dedicated volunteers, we are now at an exciting transition point as we hire our first staff member to guide our organization’s growth and deepen our impact.

Learn more about The Collab: www.CulturalAccessCollab.org.

Position Overview

The Executive Director will be The Collab’s first employee and primary staff leader. This is a part-time position reporting directly to the Board of Directors, working in close partnership with the existing Board, Executive Committee, Steering Committee volunteers, and contracted support to provide strategic leadership, manage day-to-day operations, sustain and grow The Collab’s programs, and build the financial foundation necessary for long-term impact across Illinois’s cultural sector.

This is a unique opportunity for a mission-driven leader who is energized by building systems, cultivating community, and helping drive systemic change in Illinois arts and cultural organizations. We are seeking a self-motivated leader interested in co-creation and growing their career alongside our organization. The ideal candidate is open to potentially transitioning into a full-time role down the road.

Key Responsibilities

The Executive Director will work closely with the Board, volunteers, and contracted service providers to accomplish these responsibilities, with priorities established collaboratively with the Board based on organizational capacity and strategic goals. The Board and Steering Committee Members are engaged partners.

Organizational Leadership & Board Partnership

- Lead and support The Collab's existing volunteers, contractors, and partners in advancing the organization's mission, programs, and strategic goals.
- Serve as the primary liaison between the Board, Steering Committee, and volunteer community, fostering collaboration and clear communication.
- Strengthen and grow The Collab's network across Illinois' arts and cultural communities, with support from volunteers and Board.
- Guide The Collab's transition to a more sustainable operational model while honoring its collaborative, grassroots culture.
- Implement Board-approved priorities and provide regular updates and recommendations.

Program Management

- The Executive Director, with significant support from contracted coordinator and volunteers, will:
 - Oversee and coordinate the professional development program with support from Steering Committee Members, including workshops, webinars, convenings, and training opportunities for cultural organization staff and leadership across Illinois.
 - Oversee the management of the equipment loan program, including inventory tracking, borrower agreements, scheduling, maintenance coordination in, and policies.
 - Recruit, coordinate, and support volunteers who assist with program delivery.
- Evaluate program effectiveness and develop recommendations to strengthen and expand offerings.
- Cultivate relationships with cultural organizations statewide to identify emerging professional development needs.

Fundraising & Financial Sustainability

- In partnership with Board, develop and execute a fundraising strategy, including individual and corporate donors, and fundraising events. Assess the suitability of various fundraising methods, including events, on an ongoing basis.
- Manage the annual budget in coordination with the Board Treasurer and contracted Bookkeeper, monitoring income and expenses against projections.
- Coordinate grant research, writing, and reporting consultants. Cultivate relationships with foundations and government funders.
- Ensure compliance with all financial, tax, and regulatory requirements applicable to Illinois nonprofits in coordination with Board Treasurer, including timely filing of the IRS Form 990 and Illinois registration requirements.

Communications & Community Engagement

- Provide guidance and strategy for Collab's communications, including newsletters, social media, website, and member correspondence, with support from contracted coordinator, ensuring the message is both effective and accessible.
- Build and sustain relationships with cultural organizations, peer nonprofits, funders, and state agencies throughout Illinois.
- Represent The Collab at conferences, convenings, and sector events
- Foster an inclusive, welcoming environment for organizations of all sizes, budgets, and disciplines.

Administration & Operations

- Establish and maintain organizational systems, records, policies, and procedures appropriate for a growing nonprofit, with support from volunteers and/or contracted coordinator.
- Manage technology platforms used for communications, program delivery, and operations.
- Ensure legal and regulatory compliance.
- Coordinate with accountants, attorneys, and other professional service providers as needed.
- Support the Board in evaluating and refining governance, ED responsibilities, and volunteer leadership structures.

Qualifications

Required

- Experience in the disability and accessibility fields.
- Demonstrated commitment to the arts, culture, humanities, or related sectors
- Experience in nonprofit management, program administration, or a closely related field.
- Proven ability to write successful grant proposals and manage funder relationships.
- Excellent written and verbal communication skills, including the ability to represent an organization professionally to diverse audiences.
- Strong organizational skills with the ability to manage multiple priorities independently and with minimal supervision.
- Comfort with financial management, including budgeting and basic bookkeeping concepts.
- Proficiency with standard office and communications technology (email, Google Workspace, Microsoft 365, video conferencing, social media).
- Demonstrated ability to lead and collaborate effectively with volunteers, Board members, and community stakeholders, building relationships, fostering engagement, and advancing shared goals in both remote and in-person settings.

Preferred

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- Experience working with or within cultural organizations (museums, performing arts, galleries, historical societies, etc.).
- Familiarity with Illinois's cultural sector and statewide networks and/or funders.
- Experience managing physical equipment, inventory systems, or loan programs.
- Experience developing and implementing organizational strategy.
- Prior experience as a sole staff member, member of a lean organization, or in a startup/early-stage nonprofit environment.
- Experience facilitating professional development, workshops, or training programs, especially around disability and/or arts and culture.
- Past attendee or participant of Cultural Access Collaborative's events or services.

Compensation & Position Details

- This is a part-time, exempt position averaging 20-25 hours per week. Compensation is \$50,000-\$60,000 annually, commensurate with experience.

- The Board has established fundraising growth goals for the organization and intends to review compensation annually based on organizational growth, performance, and financial sustainability.
- The Collab does not currently offer employee benefits, though the Board is committed to revisiting this as The Collab grows and the Executive Director builds out fundraising opportunities.
- The position is remote-based in the Chicago metro area, with occasional travel within Illinois for key in-person organizational events, partner meetings, and volunteer meetings.
- The Executive Director will need reliable internet access and a suitable remote work environment. Much of role's business will be conducted via email and video call.

How to Apply

To apply, submit the following to hring@CulturalAccessCollab.org with the subject line "Executive Director Application – [Your Name]":

- A cover letter describing your interest in the role and your relevant experience
- A current resume or CV
- Contact information for three professional references. References will not be contacted without prior notice.

Applicants who require accommodations during the application or interview process are encouraged to contact us. Cultural Access Collaborative is committed to providing an accessible hiring process. Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by July 15. We encourage early applications. If invited to interview, applicants may be asked for writing samples or other work samples.

Cultural Access Collaborative is an equal opportunity employer. Cultural Access Collaborative is committed to creating an inclusive, accessible, and equitable workplace and strongly encourages applications from people with disabilities and individuals from historically underrepresented communities.