



EXECUTIVE DIRECTOR POSITION OPEN (CLOSING JANUARY 3, 2025)

***Spy Hop Productions** seeks a qualified and dynamic **Executive Director** who is dedicated to youth development, the media arts, and progressive education.*

About Spy Hop

At Spy Hop, we are passionate about amplifying the voices of young people through the power of digital media arts. As a nonprofit organization offering free classes in film, audio, music, and design for students ages 9–19, we provide a space for creative expression, mentorship, and skill development. Our commitment to youth-centered programming is guided by a 10-year strategic plan, which outlines our vision for uplifting the World through youth voice. We believe in fostering a diverse, equitable, and inclusive environment where all young people feel empowered to share their stories and shape their communities.

About the Executive Director Role

We are seeking a dedicated individual who shares our passion for youth empowerment and is committed to making a positive impact on the lives of young people.

The Executive Director provides strategic and visionary leadership to advance Spy Hop's mission of uplifting the world through youth voice. Reporting to the Board of Directors, the Executive Director will champion a culture of equity and inclusion, inspiring and empowering staff, board, and community stakeholders to achieve the organization's ambitious goals outlined in its 2022-2032 strategic plan.

What our Executive Director Will Do

Strategic Leadership and Vision

- Lead and champion Spy Hop's ongoing 10-year strategic plan, ensuring alignment of programs, operations, and resource development with the organization's theory of change.
- Develop and maintain a deep understanding of the youth media landscape, identifying opportunities for innovation and growth.
- Cultivate a collaborative and inclusive decision-making process that values input from staff, board, and community partners.

External Relations and Advocacy

- Serve as a compelling advocate for Spy Hop and its mission, elevating youth voice on local, state, and national levels.
- Cultivate strong relationships with community partners, government agencies, and other stakeholders.
- Build strategic partnerships that expand Spy Hop's reach and impact, contributing to a strong and just creative economy in Utah.

Financial Management and Sustainability

- Oversee all aspects of financial management, ensuring compliance with legal and ethical standards for nonprofit organizations
- Ensure accounting practices follow all state and federal laws, IRS regulations and Generally Accepted Accounting Standards.
- Oversee annual audit and year-end 990 tax filing.
- Develop and execute a comprehensive fundraising strategy in partnership with the development team and Board of Directors.
- Lead the Finance & Investment Committee and work closely with the organization's investment advisors in managing its investments.
- Secure and diversify funding streams, including major gifts, foundation grants, government support, and earned revenue.

Diversity, Equity, Inclusion, and Belonging (DEIB)

- In collaboration with Spy Hop staff and board, lead and contribute to efforts to embed DEIB principles across all aspects of the organization, fostering a culture of belonging where all youth and staff feel seen, heard, and valued.
- Develop and implement strategies to recruit, retain, and support a diverse staff, board, and student body.
- Collaborate with the Education Director and Director of Learning Design to ensure program design and delivery reflect Spy Hop's commitment to equity and access.

Human Resources and Team Leadership

- Foster a positive and supportive work environment that values staff professional development and growth.
- Recruit, hire, and retain a high-performing leadership team, providing ongoing coaching and mentorship.
- Develop and implement human resources policies and procedures that promote equity and fairness.

Board Governance and Development

- Partner effectively with the Board of Directors, providing timely and transparent communication.
- Support the Board in fulfilling its governance and fiduciary responsibilities, including strategic planning, financial oversight, and fundraising.
- Collaborate with the Board on the recruitment, orientation, and ongoing development of board members.

Who You Are

The qualifications listed in this job description are intended to serve as a guide and Spy Hop does not expect candidates to possess all of the experiences and skills listed. Spy Hop is committed to building an inclusive, anti-racist, and multicultural organization. Spy Hop acknowledges that self-selection out of professional opportunities can be common, particularly among individuals with marginalized identities. If you believe that you can meet the overall expectations of this position, you are encouraged to apply. Spy Hop would like to learn more about you and the unique strengths you would bring to the organization.



- You have 7+ years of experience in a senior leadership role, preferably in a youth development or arts education organization.
- You are excited about representing Spy Hop on a local, state and national level and inspire action around Spy Hop's mission and unique approach.
- You have a demonstrated commitment to youth empowerment and social justice, aligning with Spy Hop's mission and values.
- You bring proven experience in strategic planning, organizational development, and change management.
- You have demonstrated fundraising and financial management skills, including experience with diverse funding sources, in the nonprofit sector
- You are known to have outstanding communication, interpersonal, and relationship-building skills. You bring a deep understanding of DEIB principles and experience fostering inclusive environments.

Preferred Qualifications

- You have a Master's degree in a related field.
- You have experience with media arts education and youth-produced media.
- You are familiar with liberatory design principles and practices.
- You are familiar with Utah's political, education, and juvenile justice systems.

This job description reflects the strategic priorities outlined in Spy Hop's 2022-2032 strategic plan, emphasizing the organization's commitment to anti-racism, youth-centered programming, and systems-level change. The ideal candidate will be a passionate advocate for youth voice, possessing the leadership skills, experience, and vision to guide Spy Hop into its next chapter of growth and impact.

What We Offer

This is a full-time exempt position. The salary range is \$110,000-\$120,000. Spy Hop offers a benefit package with health, dental, and vision; a 3% SIMPLE IRA match; 20 days of paid time off, increasing by one day annually, up to 30 days; 14 paid holidays, 7 wellness/sick days; a mental health benefit; and access to professional development.

How to Apply

Please email your cover letter, resume and references to:
Spy Hop Executive Director Search Committee
EDSearch@spyhop.org

Equal Opportunity Statement

Spy Hop is an equal opportunity employer committed to building an inclusive, anti-racist, and multicultural organization and providing a welcoming and inclusive environment for all employees. We are actively engaged in youth-centered, systems-change work that leverages and values the power of youth voice and youth as partners in the pursuit of collective liberation. Spy Hop prohibits discrimination based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age, disability, genetic information, sexual orientation, gender identity or expression, marital status, veteran status, or any other characteristic protected by applicable law. Spy Hop complies with all applicable federal, state, and local laws regarding equal employment opportunity.