



200 W Madison St, Fl 3
Chicago, IL 60606
(312) 470-6325

info@unitedstatesartists.org
unitedstatesartists.org

Position Specification:

Co-Director, Stewardship

About NAPA: National Arts Policy Alliance (NAPA) is a new initiative, incubated within United States Artists, dedicated to building collective power among creative and cultural workers to win policy reforms establishing cross-sectoral economic rights for all.

We believe all workers in and outside the creative sector deserve economic rights, including material needs like housing and health care, the right to fair work and pay, income security, freedom of creative expression, access to economic opportunity, a clean environment, and the ability for individuals and communities to shape their economic futures.

We are committed to strengthening the necessary infrastructure – local organizing capacity, advocacy and policy resources, and cross-sector alliances – to win systemic reforms grounded in economic rights and justice.

What We’re Building: Over the next 12–18 months, NAPA will support the development of at least seven local Assemblies—networks of creative and cultural workers developing grassroots campaigns to win economic rights in their communities. These Assemblies will receive funding and organizing support to build out local action plans. We will also build a peer learning cohort, host national training, and produce key research and policy resources to support these local efforts. We hope this work will culminate in a National Creative & Cultural Workers Assembly in Fall 2026, where we will assess progress and publish a shared agenda heading into a new political cycle. During this initial phase, our priorities include:

- Supporting 7+ local Assemblies to launch advocacy campaigns focused on economic rights and security
- Delivering 2–3 national trainings and convening a learning cohort of Assembly leaders



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- Publishing 2-4 field-wide research and policy resources
- Hosting a National Assembly to align around a shared agenda and strategy
- Building relationships with allies in the broader economic justice movement

To make this vision real, we are hiring our first three team members, hired in the following order:

1. [Co-Director, Organizing](#) (hired ASAP)
2. [Co-Director, Advocacy & Policy](#) (hired Fall 2025)
3. Co-Director, Stewardship (hired Winter 2025)

These Co-Directors will work in a distributed leadership model, with shared decision-making power and distinct areas of responsibility aligned to NAPA's strategy. In year one, they will be accountable to the CEO of United States Artists or their delegated representative. Over time, as NAPA becomes an independent entity, accountability and reporting will transition fully to the NAPA Stewardship Committee.

Role Summary:

The Co-Director, Stewardship is responsible for internal and external accountability, decision-making processes, and sustainable resource management at NAPA. This includes fundraising, communications with stakeholders, and organizational learning and reflection. This person ensures that the way we do the work reflects the values that guide us.

Key Responsibilities:

- Lead external communications with NAPA community via website, social, and email
- Facilitate open meetings and participatory decision-making processes
- Manage internal communications, including documentation and transparency
- Lead quarterly learning, reflection, and revision processes, including KPI tracking



BELIEVE IN ARTISTS

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- Coordinate annual priority setting and resource allocation
- Steward NAPA's values across all decision-making
- Lead institutional stakeholder outreach and fundraising efforts

Desired Qualifications:

- Experience with participatory and values-based leadership
- Strong facilitation, internal communication, and coordination skills
- Track record of successful fundraising and stakeholder cultivation
- Experience with agile project management, learning, and iterative practices
- Deep commitment to economic and cultural justice
- Strong relationship-building skills across stakeholders.
- Proven ability to work across diverse communities, geographies, and contexts, with a strong commitment to racial, gender, economic, and social justice.
- Collaborative leadership style with experience in collective decision-making, coalition leadership, and distributed team structures.
- Self-motivated with the ability to manage multiple projects, meet high standards, and hold self and others accountable
- Excellent communication skills, including clear and concise writing.
- Deep belief in the power of cultural workers to drive change
- Priority given to individuals from NAPA's core constituencies of creative and cultural workers

Additional Details:

- **Location:** Remote, with some travel required
- **Term:** One-year contract, with expectation of renewal. Total time commitment is negotiable with expectation of timely deliverables, this position may be structured as a part time with benefits or a contracted position.
- **Compensation:** Negotiable based on experience and time commitment. Estimated budget of \$80,000 - \$90,000 annually.



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- **Structure:** Distributed leadership model; each Co-Director holds primary responsibility for their domain, collaborates to drive shared goals, takes part in project governance, and reports to the CEO of United States Artists

To Apply:

Send a resume and short letter of interest explaining your connection to NAPA's mission and how your experience aligns with the role to jobs@unitedstatesartists.org. Applications will be reviewed by a Hiring Committee assembled from NAPA's Co-Design Team. We look forward to hearing from you!