



# Position Opening: Executive Director

*Are you looking to make a difference through local arts education?*

*Check out this rare opportunity with Danceworks!*

## **Overview**

Founded in 1992, the mission of Danceworks, Inc., a 501(c)3 nonprofit, is to enhance joy, health and creativity by engaging the community through dance. Danceworks' vision is to be a source for arts education and community collaborations that inspire lifelong interest and participation in the arts. The company impacts the lives of 55,000 children and adults each year through programming and performance.

**Danceworks Inc. is seeking an Executive Director to serve as the leader of the organization and as its primary public representative and spokesperson.**

Reporting directly to the board of directors, our Executive Director collaborates with members of the board and its committee representatives; manages Danceworks' internal leadership, staff, and resident dancers; and partners with public and community organizations and influencers to ensure the organization fulfills its stated mission and creates and executes against strategies that drive success today and into the future.

# Key Areas of Responsibility

## Strategic Business & Program Planning

In partnership with the Board of Directors, define and articulate the organization's vision and strategic plan to achieve said vision.

Establish long-term strategic objectives to drive revenue, awareness, fund-raising; adhere to budget management principles; ensure our community impact is reached; effectively manage and retain talent; and lead the organization to achieve its established vision.

Determine the outcomes needed from activity, programming, and performance to meet strategic objectives, and develop individual execution plans that will achieve those outcomes.

Establish metrics to evaluate the organization's success, and use the collected and analyzed data to drive for decision making in response.

## Awareness & Fund Raising

Collaborate with the Board of Directors and Danceworks' Director of Development to establish awareness-building and fundraising strategies and goals, and execute the activities needed to meet stated objectives.

Drive fundraising efforts at the high-net-worth individual donor level, serving as key point of contact and relationship builder.

Serve as key advocate, spokesperson and ambassador between Danceworks and all of its stakeholders.

Consistently represent the organization and its mission, programs, and services in a strong, positive image to relevant stakeholders including community partners, donors, volunteers, ticket buyers, students, and parents.

Ensure all forms of marketing and communications align to the image, tone and brand of Danceworks.

## Financial Management

Build annual budget, with Board of Directors Finance Committee, that support strategic objectives and efficient operating plan.

Prudently manages the organization's resources within budget guidelines according to current laws and regulations, and Board of Directors' direction.

Provide timely, relevant, and accurate financials to the Board of Directors to keep appropriately informed of the organization's financial position.

## Management, Leadership and Board Engagement

Promote a culture that reflects the organization's foundational values, demands solid performance of talent, and rewards performance and productivity.

Develop talent, focusing on future leadership, within the organization.

Promote and attract the best talent possible through culture, practice, and total rewards offerings.

Effectively manage the team of directors, staff, and dancers in accordance with Danceworks' established employee protocol, policy and procedures, which conform to current laws and regulations.

Serve as key liaison between the organization and the Board of Directors – advising, informing, and supporting the Board relative to Board-related activity, including but not limited to operations and administration; policies and planning; and selection and evaluation of membership and leadership.

## Qualifications & Experience

**Passion:** Understanding of and passion for the Danceworks' mission and vision.

**Education:** Master's Degree or equivalent (bachelor's degree and 10+ years).

**Skills:** Superior communication skills, written and oral; analytical and financial skills commensurate with a leader of a business at a minimum the size of Danceworks.

**Knowledge:** Extensive knowledge about not-for-profit management fundraising/resource development.

**Relevant Experience:** Demonstrated previous management experience of at least five years, preferably in not-for-profit organizations. Experience in financial management, fundraising, board development, managing staff, projects and implementing related policies and procedures in timely manner.

## Application Process

Interested and qualified applicants should submit a cover letter and resume to [hiring@danceworksmke.org](mailto:hiring@danceworksmke.org) by March 8, 2024