



JOB DESCRIPTION: Executive Director

THE ORGANIZATION

Founded in May 2007, DanceWorks Chicago (DWC) is committed to the individual artistic growth of dancers and choreographers, providing a creative incubator from which early career artists propel themselves and the art form to a new level through training, collaboration, mentorship, and performance. Where the traditional dance company model focuses on putting dances on stage, DWC invests in and shines a spotlight on individual dancers and choreographers, empowering a diverse next generation of dance artists to cultivate their unique voices. DWC fosters an inclusive culture relating to board and staff, artists, the works of art, and audience served. A cultural ambassador locally, nationally, and internationally, DWC's professionalism inspires excellence in the studio, on stage, and behind-the-scenes.

DanceWorks Chicago operates with two full-time staff positions, an Artistic Director and the Executive Director position, with some part-time and contractor support. The organization has a history of fiscal discipline evidenced by a strong financial position and healthy cash reserve. The current operating budget is \$267K.

DIVERSITY AND INCLUSION STATEMENT

We believe that the way we navigate the world is absolutely informed by our culture, background, and experiences. While we are inspired by uniqueness, empowered by our individual gifts, and driven by our own self purpose, we believe in the diversity of thought and artistic expression. We embrace differences that inevitably reveal our sameness. We seek to create and support environments that cultivate this inclusionary spirit and believe that our organization should be reflective of the communities that it serves; specifically in the composition and demographics of our board and our staff. We fundamentally trust that the inclusion of different perspectives and ideas will unearth a standard of creativity and innovation that cannot be achieved by one.

THE POSITION

Reporting to the Board of Directors, the Executive Director is the administrative leader of DWC. This person provides ethical, strategic, transparent, and values-centered leadership. Equally comfortable managing the external and internal aspects of the job, the Executive Director recognizes the importance of these different spheres to the organization's ultimate success. Responsible for oversight and hands-on execution of all key administrative functions, the





Executive Director manages fundraising and resource development, financial management, communications/marketing/PR, board governance, human resources (e.g., payroll and benefits), and community relations. The Executive Director is a collaborative partner with the Artistic Director, leading, supporting, and empowering a team of board and staff in service of the mission and vision of DWC.

KEY DUTIES AND RESPONSIBILITIES

Fundraising and Resource Development

- Identify and cultivate new funding sources and maintain and nurture existing community, foundation, and individual donor relationships
- Develop innovative approaches to fundraising including corporations, foundations, and government grant writing; individual appeals; donor cultivation; events; and digital campaigns
- Oversee and implement the annual fundraising and grants calendar, including leading the execution of fundraising events and appeals
- Support Board members in identification of prospects and subsequent fundraising appeals

Financial Management

- In partnership with the Artistic Director, develop the annual budget and oversee adherence to the budget by monitoring expenditures and revenues
- Manage the organization's financial health and operations ensuring fiscal sustainability and integrity
- Work with the Board Treasurer to develop budgets and reports necessary for appropriate financial oversight
- Ensure compliance with all funding and business related requirements (e.g., insurance renewal, tax filings, etc.) and reporting

Operations Management

- Responsibility for keeping office systems and technology platforms in good working order and ensuring they meet the organization's needs





Communications/Marketing/PR

- Develop and implement a comprehensive marketing and public relations plan for the organization that includes regular communication with the community, press, funders, and stakeholders
- Work to keep the organization's outward facing presence current through website updates and social media activity

Board Governance

- Serve as an ex officio non-voting member of the Board of Directors and Board committees and attend all Board meetings
- Assist the Artistic Director and Board President in developing Board meeting agendas
- Provide, in a timely manner, all information necessary for the Board to function properly and to make informed decisions at and in between Board meetings
- Collaborate with the Artistic Director and Board President in Board Recruitment and Development

Human Resources

- Hire, manage, and supervise administrative staff and interns
- Manage human resources processes, including but not limited to payroll (benefits, taxes), requisite documentation, and document retention.
- Conduct annual performance evaluations and identify professional development needs and plans for direct reports
- Provide leadership and guidance to direct as well as non-direct reports

Community Relations

- Identify, develop, and nurture diverse relationships in the broader community with the goal of promoting and advocating for the organization
- Serve as a spokesperson for the organization to constituents, the media, board member candidates, and the public





QUALIFICATIONS AND EXPERIENCE

Our ideal candidate possesses the following Professional Qualifications:

- Bachelor's Degree or equivalent experience
- 5+ years nonprofit experience
- Transparent and high integrity leadership. Previous nonprofit leadership experience preferred
- Strong non-profit financial literacy and budget management skills, including budget preparation, analysis, decision-making, and reporting
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Strong technical acumen and general computer literacy, proficiency in QuickBooks, SalesForce, and Microsoft Office Suite. Adobe Photoshop experience preferred
- Strong organizational abilities including planning, delegating, task facilitation, and time management
- Ability to interface and engage diverse volunteer and donor groups
- Strong public speaking ability and written communication skills
- Strong problem solving, troubleshooting, and critical thinking skills
- Knowledge of and/or interest in the arts and/or mentorship

Application process: Interested and qualified candidates should send a cover letter and resume in confidence to employment@danceworkschicago.org by February 16, 2018. (After that date we recommend prospective candidates check with us first at the email above to see if we are still accepting applications.)

DanceWorks Chicago is an equal opportunity, affirmative action employer. Prospective candidates of any race, color, gender identity or expression, national origin, age, religion, genetic information, sexual orientation, disability, and veteran status are strongly encouraged to apply.

