



Always moving.

Job Description: General Manager

Position: General Manager
Supervised by: Artistic Director
Supervises: Marketing intern, bookkeeper, other interns and contractors as needed
Status: Fulltime, salaried, exempt
Date: November 2019

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 a General Manager, a part-time *Dance360* Program Director, and intern 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 \$284K.

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

The General Manager 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 General Manager 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 General Manager manages fundraising and resource development, financial management, communications/marketing/PR, board governance, human resources (e.g., payroll and benefits), and community relations. The General Manager works in collaboration with the Artistic Director, leading, supporting, and empowering a team of board and staff in service of the mission and vision of DWC. There is growth potential within DWC for the appropriate candidate.

KEY DUTIES AND RESPONSIBILITIES

Operations Management (approximately 25% of the position)

- Participate in strategic and annual planning for the organization
- Manage timely administration of contracts with artists and independent contractors
- Issue invoices and track payments for performances and other revenue-generating activities
- Negotiate leases and contracts with facilities; manage positive relationships with key vendors, such as printers, auditor, banks, broadcasters, and credit card, database and payroll services
- Ensure timely and legal compliance with all business-related requirements (e.g., insurance renewal, tax filings, etc.) and reporting
- Keep office systems and technology platforms and IT hardware in good working order and ensure they meet the organization's needs. Engage outside IT vendor as necessary
- Manage any property management issues for office space
- Keep abreast of trends in nonprofit management, particularly issues impacting the performing arts community

Human Resources

- Establish a safe and inspiring work environment for employees, contactors, and dancers
- Recruit, hire, train, and supervise assigned staff and interns
- Manage human resources processes, including but not limited to requisite documentation, and document retention in line with best practices
- Conduct annual performance evaluations and identify professional development needs and plans for staff
- Evaluate staff needs and plan for future growth
- Organize and lead staff meetings

Fundraising and Resource Development (approximately 25% of the position)

- Collaborate with the Artistic Director in establishing and reviewing fundraising strategies to ensure alignment with the mission and values of the organization and in crafting and reviewing messaging to ensure its cohesion and alignment
- Lead staff/top level responsibility for institutional fundraising, special events, and appeals
- Identify and cultivate new funding sources
- Write grants and reports. Gather text or materials from other staff or dancers. Responsible for managing the calendar of timely submission of proposals, reports, stewardship materials. Schedule and participate (as needed) in site visits
- Responsible for managing the calendar of "next steps" for individual donors (stewardship, solicitation, invitations to events, etc.)
- Manage relationships with existing foundation, corporate, community, and individual donors

- Lead and execute fundraising events and appeals
- Support Board members in the identification of prospects and subsequent fundraising appeals
- Develop innovative approaches to fundraising including corporations, foundations, and government grant writing; individual appeals; donor cultivation; events; and digital campaigns
- Working in collaboration with the Artistic Director, research and pursue new sources of earned revenue
- Serve as a member of the Public Engagement and Fundraising Committee

Communications/Marketing/PR/Outreach (approximately 25% of the position)

- Collaborate with staff in establishing and reviewing strategies to ensure alignment with the mission and values of the organization and in crafting and reviewing messaging to ensure its cohesion and alignment
- Develop and implement a reasonable marketing and public relations plan that includes regular communication with the community, press, funders, and stakeholders.
- Recruit and lead the marketing team that executes that plan. The plan may include, but not be limited to, direct mail and electronic communications, targeted marketing campaigns, advertising, surveys, media communications, and promotions. The team will include, but may not be limited to a marketing intern, the marketing committee, other staff.
- Lead in the development of a house style manual, and marketing materials production procedures and approval processes. Adhere to house style and production process
- Keep the organization's outward facing presence current by ensuring that the website is updated and social media activity is ongoing
- 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 DWC to constituents, the media, board member candidates, and the public

Financial Management (approximately 10% of the position)

- Manage the organization's financial health ensuring fiscal sustainability and integrity
- In consultation with the Artistic Director, develop the annual budget and oversee adherence to the budget by monitoring expenditures, revenues, and cash flow
- Oversee the bookkeeper's work. Approve A/R, A/P, payroll, bank reconciliations
- Oversee the bookkeeper's preparation of the monthly financial reports. Review monthly financial reports, present to the Board
- Work with the outside bookkeeper and Board Treasurer to develop dashboards/reports necessary for appropriate financial oversight
- Work with auditor on annual audit report and IRS filing
- Provide staff support to the Board Finance Committee

Board (approximately 10% of the position)

- Participate in strategic planning
- In collaboration with Board President and AD, strategize the ongoing role of the Board of Directors in fulfilling the mission and vision of the organization.
- Assist the board in identifying, recruiting, orienting, training, and evaluating talented, committed, well-connected volunteers to serve on the Board, on committees, and for special projects
- Serve as ex officio non-voting member of the Board of Directors and committees and attend all Board meetings
- Recommend appropriate policies for consideration. Implement all policies adopted by the Board

- Assist the Board President in assembling Board meeting and retreat agendas
- Provide, in a timely manner, full and accurate information and communications necessary for the Board to function properly and to make informed decisions at and in between Board meetings
- Provide staff support to the Board Development Committee
- Serve on the Core Team

WORK ENVIRONMENT:

This position operates primarily in an accessible, office environment. Some travel to off-site locations in the Chicago metro area is required. Some of those sites may not be accessible.

- This role routinely requires use of standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to operate office equipment. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 50 pounds
- This is a full-time position. Evening and weekend work are regularly required as the schedule is often determined by the shifting needs of the organization.
- Workplace is a smoke- and drug-free environment
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

QUALIFICATIONS AND EXPERIENCE

- 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, written communication skills. Strong problem solving, troubleshooting, and critical thinking skills
- Knowledge of and/or interest in the arts and/or mentorship

COMPENSATION:

- Salary is competitive and will be comparable with experience.

TO APPLY:

- Submit cover letter and resume to: info@danceworkschicago.org

While employed in this position, the employee may be required to perform other assignments not listed in this job description. The employee is an employee at will, meaning that either party may terminate the employment relationship at any time by written notice to the other. Nothing in this job description is to be deemed to create a contract of employment for a specific period.