

Executive Director of Operations
Kaatsbaan International Dance Center, Inc. Tivoli, NY 12583
\$70,000-\$90,000

The Executive Director's (ED) primary responsibility is executing the mission and strategic plans of Kaatsbaan International Dance Center under the auspices of the Board of Trustees and in association with the ongoing programming and planning of the Artistic Director. The ED is responsible for:

- Developing and executing associated business plans and budgets necessary to manage day-to-day operations;
- Executing and managing financial plans that support programs;
- Creating, executing and managing long-range plans that facilitate capital growth of the facility and the management of related capital campaigns;
- Creating and managing a strategic Development Department that assists with individual, corporate and estate donations;
- Expanding donor and industry programs and developing partnerships and contributions that enhance the mission and protect the brand of the organization;
- Overseeing site management;
- Managing staff and volunteers and assist in the hiring and training of positions;
- Assist in cultivation, evaluation and orientation of new Board members.

In addition, the ED effectively and completely communicates all important issues materially affecting the condition and operation of the organization to the Artistic Director and Board of Trustees. The ED also attends all Board, committee, and grant review meetings, either in person or via teleconference. Some travel, primarily to NYC, is required.

Qualifications and Skills

The ideal person will have outstanding networking capabilities, a record of leadership and fundraising success in a nonprofit organization, demonstrated organizational skills, solid public relations and marketing skills, ability to coordinate multiple tasks concurrently, content writing, editing and social media experience, and exceptional interpersonal skills with the ability to communicate effectively and interact with people of all ages and diverse backgrounds.

Education and Experience

A bachelor's degree in Liberal Arts or equivalent; advanced degree in related field is preferred. Three to five years of appropriate experience in business management, arts management, fundraising or public relations is highly recommended. Additional experience and demonstrated effectiveness and outstanding leadership abilities may, at the full discretion of the Board of Trustees, be substituted for educational requirements. Experience in the dance industry, theater, music field or related background is desirable but not required.

This is a full-time position and requires regular attendance at the organization's facility. Attendance at performances and events is also required. Exact salary will be commensurate with qualifications and experience.

Kaatsbaan International Dance Center is a 501 (c) 3, non-profit, public charity organization established in 1990. Kaatsbaan is the Hudson Valley's Cultural Park for Dance – a permanent international center dedicated to dance education and the growth, advancement and preservation of professional dance. Kaatsbaan provides a creative residence and performance facility in an aesthetically inspirational and healthy working environment for all dance related artists.

Additional information about Kaatsbaan may be found at www.kaatsbaan.org.

Please email a fully completed application packet (employment application, cover letter and resume) no later than August 15, 2018.

Kaatsbaan International Dance Center is an equal opportunity employer.

Job Type: Full-time

Salary: \$70,000.00 to \$90,000.00 /year

Experience:

- nonprofit management, business management and fundraising: 3 years

Education:

- Bachelor's