EXECUTIVE DIRECTOR JOB POSTING  
Position Available September 1, 2020

INTRODUCTION/BACKGROUND

BalletRox is an established creative youth development organization, committed to developing youth leaders through the arts. We are in a period of growth and transition, seeking a dynamic leader who can take our diverse, multicultural organization to the next level. Through our Community Dance Program and Boston Public Schools Dance Program, we serve over 700 Boston area youth in weekly dance instruction and leadership development. Our annual budget is $300,000, with a small staff of program managers and part time dance instructors.

The ideal candidate will be a strategic, visionary, and entrepreneurial leader. The Executive Director will articulate a vision and set the tone for BalletRox as a vibrant center for cultural, educational, artistic, and community activity. With an appreciation for practical accomplishments, the successful candidate will have the ability to manage the long-term strategic goals of the organization along with daily responsibilities. The successful candidate will demonstrate experience and inspire confidence by establishing strong, productive relationships with program, administrative, and artistic staff, board members, participants, volunteers, partners, community leaders, and legislators.

POSITION SUMMARY

The Executive Director will be responsible for the overall success and creative growth of BalletRox, including the vibrancy of its programs, brand, facility, financial sustainability, and impact. Reporting to and working closely with the Board of Directors, the Executive Director will oversee BalletRox’s business operations, effectively managing administration, development, marketing and communications, finance, and human resources. This individual will serve as the organization’s chief fundraiser, creating advancement strategies and implementing action plans that deepen relationships in all sectors of the philanthropic community.

PRIMARY AREAS OF RESPONSIBILITY

Institutional Advancement

- Design and execute an ambitious annual fundraising plan that is grounded in the Strategic Plan.
- Initiate the formulation of fundraising strategies and implement them with support from staff and board to increase financial resources through major gifts, annual giving, and special events.
- Drive the engagement, cultivation, and solicitation of individual donors, building relationships at all levels.

Financial Administration

- Affirm best practices and collaborate with the Board to ensure strong fiscal health, organizational governance, and long-term sustainability.
- Maintain responsibility for BalletRox’s annual operating budget and oversee efficient and effective use of financial resources.
Governance, Strategic Planning, and Community Engagement

- Build a robust Board, actively engaged with governance, fundraising, strategic planning, and board recruitment, while strengthening philanthropic capacity.
- Working with the Board of Directors, facilitate creation and implementation of a new 3-5 year Strategic Plan.
- Prioritize youth development, empowerment, and leadership, ensuring that all BalletRox students have equitable access to quality dance education.
- Initiate, develop, and ensure collaborative and effective relationships with arts organizations, community decision makers, school administrators, government leaders, and other stakeholders in achieving mutually beneficial outcomes.

Management, Operations, and Human Resources

- Lead, coach, develop, evaluate, hire and retain staff in order to ensure that BalletRox students, families, instructors, and members of the community have a welcoming, high quality experience.
- Supervise and work closely with the administrative, program, and artistic team, to ensure successful community dance and school-based program

Marketing and Communications

- Deepen and refine all aspects of communications and external relations with the goal of creating a stronger brand.

QUALIFICATIONS

- Passion for social justice and dedication to the organizational culture of diversity, inclusion, and social and economic equity.
- Bachelor’s Degree preferred, and a minimum five years of increasing responsibility in a senior management role at a similar arts, cultural, or youth development non-profit organization.
- Track record of raising philanthropic support, including major gifts, corporate and foundation grants, and government funding.
- Computer, budgeting, donor data base, and strong communication skills.

SALARY, HOURS, AND BENEFITS

This is a 12month position, starting at 30 hours per week. There is potential to grow to full time, depending on successful fundraising. Salary at 30 hours, 12 months, is $52,500. Benefits include generous paid time off, 401k with match, Health Reimbursement Arrangement, some flexible hours and work from home opportunities. Must be available to work during program hours, including Saturdays and some evenings. Summer hours may vary.

HOW TO APPLY

Please submit a cover letter and resume as one document to: employment@balletrox.info by March 15, 2020.