OPPORTUNITY PROFILE

EXECUTIVE DIRECTOR
ABOUT ON THE BOARDS

On the Boards (OtB) is a 44-year-old arts organization located in Seattle, Washington - a leader in the contemporary performance arts space both in the Pacific Northwest and around the world. Its mission is to invest in leading contemporary performance artists near and far, and connect them to a diverse range of communities interested in forward thinking art and ideas. The organization owns and operates the Behnke Center for Contemporary Performance located in Seattle’s Lower Queen Anne neighborhood. The facility includes two theaters: the 300-seat Merrill Wright Mainstage Theater and an intimate 84-seat Studio Theater.

On the Boards Values:

- Artistic risks while being fiscally responsible
- Provocative art as a vehicle to connect people of diverse backgrounds and perspectives
- Leadership in its field and the multiple communities it serves to strategically advance the role contemporary artists play in society
- Professional and transparent management
- Racial and social equity, and accountability
- Regional creative community, as it engages with international artists and peers

The organization operates with a $1.54 million budget and a staff of 11. OtB typically presents mainstage performances by 12-14 artists or companies in a September - June season that features regional and international artists in contemporary dance, theater, and multidisciplinary performance work. The organization also runs OntheBoards.tv, an innovative website which features full-length, high definition (HD) films of performance and is used in all 50 states, 157 countries, and by thousands of students at 110 universities worldwide.

On the Boards honors collaboration, respect, humor, and the humanity of its employees, Board members, and volunteers. On the Boards is made up, at every level, of individuals who will change the light bulbs, empty a trash can when needed, or will rise up to represent the organization in a professional and energetic way. The organization is prioritizing racial equity in the workplace. This work is ongoing, and OtB is looking for a new member of the team whose experience and qualifications are aligned with its commitment as it strives toward a more racially and culturally equitable workplace and organization.

LAND ACKNOWLEDGEMENT

On the Boards acknowledges that it works on the unceded ancestral home of the Duwamish and many other Indigenous peoples, recorded and unrecorded, who have been the custodians of this

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land since time immemorial. As settlers on this land, On the Boards extends its deepest gratitude and respect to Indigenous people past, present, and future.

This acknowledgment does not take the place of authentic relationships with Indigenous communities but serves as a first step in honoring the land we occupy. To learn more about land acknowledgments visit https://nativegov.org/a-guide-to-indigenous-land-acknowledgment

W.A.G.E. CERTIFIED

On the Boards is committed to compensating artists fairly for their work. The Jacob Lawrence Gallery at the University of Washington and On the Boards are the only institutions in Washington state to be W.A.G.E. certified.

ABOUT THE POSITION

On the Boards is seeking a passionate, dedicated, and visionary professional to assume leadership of the organization by serving as the next Executive Director. The Executive Director (ED) is responsible for fulfilling On the Boards’ mission by providing leadership, direction, and oversight to all areas of the organization. The ED offers a clear and visible point of contact and face for the organization for funders, donors, and community members, and collaborates with the senior leadership team (Executive Director, Artistic Director, and Director of Finance) to devise and implement strategies and work plans, in addition to growing and maintaining relationships with patrons on behalf of On the Boards. This full-time, salaried position reports to the Board of Directors.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

The Executive Director provides leadership to sustain and grow all functions of the organization through the completion of the duties outlined below:

ORGANIZATIONAL LEADERSHIP

- Develop policy and plans (strategic and annual) in concert with the senior leadership team and Board of Directors that serves the organization’s mission. Execute the policy and plans.

- Provide leadership in Board development and engagement, fundraising, marketing, public relations, communications, and audience development. Work with staff towards patron relations best practices and positive audience experiences.

- Serve as a liaison in collaboration with the Artistic Director and Director of Finance between Board of Directors and the organization, including preparing meeting agendas, ensuring
successful Board committee and task force functionality, assuring compliance with by-laws and Board handbook policies, and facilitating Board communications. Is responsible for the development and cultivation of new Board members.

- Serve as a staff lead for task forces of the Board of Directors and the organization; facilitate consistent Board communications as a whole.

- Provide leadership alongside the senior leadership team for a working environment in which the OtB staff’s best work is facilitated, and skilled staff members are hired and retained. Build collaborative and cohesive teams.

- Ongoing management and development of direct reports.

FUNDRAISING AND EXTERNAL RELATIONS/COMMUNICATIONS

- Maintain public and community relations with all constituencies and ties with relevant professional and organizational associations.

- Lead in executing campaign events, benefit events, patron travel, and other special fundraising events.

- Oversee all aspects of fundraising for the organization, including development staffing and the creation and execution of a Development Plan focused on individual donor cultivation, institutional grant writing and sponsorships, and benefit events.

- Oversee all communication strategies for the organization, including design and communications staffing and the creation and execution of a Communications Plan focused on program marketing, ticket and subscription sales, audience development strategies, press relations, and branding campaigns.

FINANCIAL AND OPERATIONAL MANAGEMENT

- Demonstrate strong financial/operational management skills in planning, forecasting, strategy development and decision-making in the management of nonprofit budgets.

- Manage the finances with the Director of Finance, following the policies and approved budget; be accountable for all income and expenses.
PROGRAM DEVELOPMENT AND DELIVERY

- Oversee and evaluate all programs and personnel within the framework of established policies, in close collaboration with the Artistic Director. Ensure all programs and services operate at the highest level of excellence and innovation.

- Identify opportunities for expansion, replication, and leverage to increase impact of programming and staff.

- Provide leadership, direction, and motivation to staff as they work to execute their responsibilities.

- Cultivate, manage, and steward relationships with community leaders, artists, and peer organizations (locally, nationally, and internationally).

ESSENTIAL QUALIFICATIONS

The successful candidate will be a champion of On the Boards’ mission and goals, a steward of organizational values, and a capable leader of staff and Board. They will possess the following essential qualifications:

- Demonstrated commitment to the principles of racial equity and broadening access to and engagement with the arts.

- Excellent human resources and organizational management skills with the ability to coach, manage, and develop staff.

- An awareness of holistic organizational dynamics fueled by an ability to inspire and motivate others; an ability to delegate, negotiate, and resolve conflict.

- Demonstrated ability to develop and implement creative and comprehensive approaches to fundraising.

- Experience developing and monitoring an organizational budget. Good knowledge of the performing arts industry and arts funding. An ability to think of lean budgets as opportunities to innovate in order to achieve OtB’s radical artistic vision.

- Experience cultivating and supporting a Board of Directors.

- Demonstrated ability to lead an organization through strategic collaborations and partnerships.
• A deep understanding of trends and innovations in contemporary performance and art.

• Demonstrated ability to communicate well, in both written and verbal form, and across diverse communication platforms.

• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.

• Relationship-focused. Ability to effectively listen and collaborate with diverse groups of people.

• Joyful. Positive attitude with a sense of humor.

• Leadership experience within an arts organization or community environment, knowledge/experience in the fields of dance, theater, and/or multidisciplinary art preferred.

• Five or more years of experience as a director or executive-level nonprofit leader.

COMPENSATION AND BENEFITS

The salary range for this position is $110,000 – $130,000 annually. Full time employees are eligible for company paid medical, vision, and dental insurance, a 403(b) plan, as well as short-term and long-term disability, accidental death and dismemberment and life insurance. Additional benefits include a subsidized ORCA card and/or parking pass and generous paid time off including 12 holidays, vacation, and sick leave.

HOW TO APPLY

On the Boards has retained Morten Group, LLC to conduct this search. Applicants should complete the form available at mortengroup.com/executive-placements/on-the-boards-ed, including the submission of a cover letter (including salary requirements) and resume in PDF format. Cover letters will be evaluated as a writing sample. For best consideration, applications should be received by Friday, August 19, 2022. Applications will be accepted until the position is filled.

On the Boards is an equal opportunity employer and is committed to a diverse, accessible workplace, and to supporting staff with ongoing career development opportunities. OtB’s building and offices are ADA accessible and it strives to make any additional accommodations. Black, Indigenous, and People of Color (BIPOC), people with disabilities, women, and LGBTQ+ candidates are strongly encouraged to apply.
A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from multiply-marginalized populations are less likely to apply for jobs unless they believe they meet every single one of the qualifications in a job description. On the Boards is committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. We would strongly encourage you to apply, even if you don’t believe you meet every one of the qualifications described above.

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1 Language sourced from a recent job posting for Pacific Islander Community Association of Washington, [https://www.picawa.org/](https://www.picawa.org/)