



Position Title: Managing Director (1.0 FTE)

Job Description: The Managing Director works in partnership with and reports to the Artistic/Executive Director to guide the company's voice and vision. The Managing Director is responsible for the Business Operations including the Marketing, Communications and Fund Development strategies of Threads Dance Project. The Managing Director also oversees program development and programming at the Threads Dance Nexus.

Reports To: Artist/Executive Director.

Direct Reports: Fund Development Coordinator, Program and Engagement Coordinator, Consultants and Contractors.

Responsibilities:

- Collaborate with the Artistic/Executive Director to create and implement the organization's Board approved strategic plan. 10%
- Oversee all agency operations and strategies (human resources, financial operations i.e. bill processing and record keeping, payroll, data management, organizations calendar of activities, studio management, and manages and maintains excellent relationships with the organizations contractors, community partners, consultants) for the organization, and ensures all business practices comply with regulatory and legal requirements. 20%
- In collaboration with the Artistic/Executive Director, Program and Engagement Coordinator, Fund Development Coordinator and Rehearsal Manager develop and lead the annual Marketing & Communications plan for the organization. Responsibilities will include: 35%
 - Design and post content for publication to website and social media platforms which builds a following and targeted audience engagement.
 - Promote upcoming performances, events, and workshops in tandem with overall marketing strategy
 - Manage a social media and marketing calendar In collaboration with the Artistic/Executive Director, and Fund Development Coordinator, oversee the Annual Development Plan which includes annual giving, cultivation of major gifts and grants, and sponsorships. 20%
- In collaboration with the Artistic/Executive Director and Program and Engagement Coordinator engages in community outreach with current and potential community partners to accomplish education/engagement goals of the organization. 10%
- Serve as organization representative at community and Threads sponsored events 5%

Education:

- Bachelor's degree and/or equivalent in arts administration, business, or arts related degree minimum

Qualifications:

- 2-5 years of experience in an administrative capacity with a professional dance company, service industry, or a non-profit
- Interest and experience with concert dance, performing arts and non-profit arts organizations
- Thorough understanding of and proficiency in fund development management strategies which include but are not limited to data management through a CRM (preferably Neon) and the cultivation of a diversified funding base
- Experience with major social media platforms including but not limited to Facebook, Instagram, and LinkedIn
- Strong verbal and written communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically, be proactive and forward-thinking
- Strong attention to detail, sense of integrity, and work ethic
- Strong partnership-building and event planning skills
- Ability to effectively multi-task, adapt responsively, and work independently
- Ability to supervise team members
- Proficient in Google Suite, Mailchimp, Canva, SquareSpace, Square and basic computer literacy