



POSITION: Executive Director

ANNUAL SALARY: Exempt

STATUS: NON-VARIABLE-requiring hours of service that would average at least 30 hours of service per week (Full Time)

SCHEDULE: Monday-Friday (Exempt: 40+ hours a week); frequent evenings and some weekends required.

MISSION STATEMENT: Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration.

CORE VALUES: Commitment, Professionalism, Knowledge, Respect, Excellence, Confidence, Discipline

JOB SUMMARY: Springfield Ballet's Executive Director (ED) must possess visionary leadership and problem-solving abilities to grow the organization, established in 1976, while overseeing all day-to-day fundraising, development, marketing, communications, and administrative activities of Springfield Ballet. The ED will match a passion for Springfield Ballet with the ability to be successful in a fast-paced, high-energy, dynamic organization. Successful individuals should be highly-organized and possess strong verbal and written communication skills.

REPORTING RELATIONSHIPS: The Executive Director reports directly to the Springfield Ballet Board of Directors (SBBOD), as does the Artistic & School Director. The two managing staff members have a closely-tied working relationship to execute the mission of the organization. The Executive Director will directly supervise and manage the Office Manager, Bookkeeper and any interns or service learning students employed by Springfield Ballet.

EXPERIENCE: 3-5 years of experience in non-profit management and/or development, or comparable industry. While the ED is not required to have a background related to dance, he/she should have or be willing to develop an appreciation for the art form.

EDUCATION: A minimum of a Bachelor's Degree is required in management, marketing, arts administration or a related field.

TECHNICAL SKILLS: Strong knowledge of QuickBooks and Microsoft Office programs including Word, Excel, and Outlook. Ability to learn and operate Danceworks software. Additional knowledge of Wordpress (or similar) and the Adobe Creative Suite helpful but not essential.

Revised 1/9/17

WORK ENVIRONMENT: Must be willing and able to lead transformative change in a dynamic work environment, while managing relationships with multiple groups of stakeholders and overseeing multiple projects simultaneously.

SPECIFIC JOB DUTIES/EXPECTATIONS/ESSENTIAL FUNCTIONS:

- Adhere to mission, vision, and values of Springfield Ballet. Adhere to all policies and procedures for Springfield Ballet as set forth by the SBBOD.
- Work in partnership with the SBBOD to increase their leadership development and training, actively engage and energize all Board members, and foster the Board's ability to leverage their talents and experiences to the short and long-term benefit of the organization.
- Develop and execute short and long-term strategic plans, alongside the Artistic & School Director, for growing the organization.
- Cultivate and strengthen new and existing community relationships, collaborations and partnerships in order to maximize efficient and effective use of community resources, enhance reputation and visibility, and strengthen Springfield Ballet's position as a premier organization. Serve as the external face of the organization, representing Springfield Ballet on committees and at networking events.
- Oversee all business aspects of executing successful productions and special events for Springfield Ballet including, but not limited to, adhering to a budget, negotiating contracts, promoting sales, securing sponsorships, and arranging other logistical aspects to ensure profitability.
- Manage annual marketing and communications plan to promote the organization to target markets. Work closely with contracted marketing firm and creative team to execute messaging.
- Oversee all fund development activities including, but not limited to: Ballet Partners annual campaign, capital campaigns, season program sponsorship sales, grant-writing, cultivating new donor relationships and stewardship of existing donors.
- Oversee the financial health of the organization to ensure that earned and contributed income meets annual budget projections and that expenses are managed appropriately. Act as authorized signing official for all Springfield Ballet business transactions. Ensure that customer payments are collected in a timely manner, and determine when to take action with past due accounts.
- Oversee and work with Office Manager & Bookkeeper to collect and process payments.
- Other duties as necessary and/or as assigned.

MARGINAL FUNCTIONS

- Pay bills, process payroll to send to contracted CPA firm, and deliver deposits to the bank.

OTHER PHYSICAL AND/OR SPECIAL REQUIREMENTS:

- Working on computer for long periods of time.
- Sitting for long periods of time.
- Some car travel required (to events, to run errands, etc.).
- Must be able to lift up to 50lbs when moving boxes and supplies for special events.

A job description does not list the entire job duties a supervisor or manager may occasionally ask an employee to perform. An employee's evaluation is based, in part, upon their performance of tasks listed and other duties that may be assigned. Management reserves the right to revise the job description from time to time. This job

description is not a contract of employment, and either the employee or the employer may terminate the job at any time for any reason. Individual will be required to perform the essential functions of this position, with or without reasonable accommodation.