

## **POSITION SUMMARY**

Joining NDI at a time of organizational and financial strength and stability, the Executive Director will be well poised to drive NDI's future success by providing inspiring business leadership as well as developing a strong, collaborative partnership with the Founder/President, Artistic Director, and Board of Directors. Reporting to the Board of Directors, the Executive Director will be responsible for a \$4.5 million dollar budget and a staff of 60. Working in concert with the Founder/President and Artistic Director, s/he will lead the next phase of growth and innovation and will be responsible for building and managing the overall and day-to-day operations of the organization, including direct responsibility for the finance, development, facilities, administrative, and communications/marketing teams.

Additional major responsibilities include: continuing to strengthen Board engagement and giving; fostering a collaborative and productive partnership with NDI's key stakeholders and staff; powerfully representing NDI in a variety of contexts; cultivating a broad range of supporters, patrons, and artists; developing and implementing a strategy for building a robust "endowment"; identifying, developing, and evaluating new, mission-appropriate opportunities; strategically building NDI's brand awareness and outreach initiatives; overseeing the safety and wellbeing of all NDI staff, children, artists, and guests at the NDI Center and all program sites; supervising the care and quality of the National Dance Institute Center for Learning & the Arts; and advancing NDI's position as a model of excellence in the arts and education fields.

## **IDEAL EXPERIENCE**

The ideal candidate will be, first and foremost, a strong leader with business-oriented experience and a track record of strategic and operational success in highly collaborative and creative environments. S/he will have either reported directly to a board or served in a significant leadership role on one. The Executive Director will be passionate about the arts, education, and children; and while prior experience in the performing arts will be helpful, it is not an absolute requirement. Some exposure to production- and event-intensive operations is necessary. A genuine, demonstrated commitment to and interest in fundraising is essential.

## **CRITICAL COMPETENCIES FOR SUCCESS**

### ***Collaborative Leadership***

The successful candidate will be eager to work in a partnership structure and be dedicated to facilitating the success of an organization and the individuals within it. S/he will be an experienced culture-builder, developing and maintaining a strong, cohesive staff, and creating an atmosphere of camaraderie, trust, transparency, and shared vision throughout the organization. Diplomacy and negotiation skills will be vitally important. S/he will have a nuanced understanding of organizational dynamics and business procedures and have experience effectively managing both.

### ***Communication and Relationship Building***

The Executive Director must have a passion for the arts and education and be an effective advocate of and for NDI throughout the field, community, and world. S/he will have a keen understanding of all forms of marketing and communication and their pivotal role in building brand awareness. The Executive Director will ensure that all marketing materials and outreach further NDI's image and brand in a comprehensive and consistent manner. Possessing strong

listening and communication skills, s/he will ensure that stakeholders and staff feel engaged and informed. S/he will work with all Board members and officers to build a shared and deep understanding of NDI's priorities and processes. The Executive Director will provide regular communication and strategic updates to enable all Directors of the Board to exercise their full governance and service potential on behalf of the organization. The Executive Director will have significant capacity as a board builder.

### ***Resource Development and Stakeholder Engagement***

The Executive Director will have the gravitas, passion, and interpersonal skills to represent NDI and articulate a compelling case for support. S/he will serve comfortably and effectively in a fundraising capacity, including fundraising from individuals, foundations, government agencies, and corporations. The Executive Director will have a sophisticated understanding of high-level stewardship and cultivation across sectors and will foster a culture of appreciation and acknowledgment both within the organization and with patrons, supporters, and the NDI community at large. In addition to an enthusiastic ability and desire to participate in fundraising and solicitation, s/he must build and maintain positive relationships within the broader cultural and educational community.

### ***Management and Financial Acumen***

Working with a committed staff, the Executive Director will ensure operational excellence by engaging fully and visibly in the life and work of the organization; mentoring the staff while holding them to a high level of accountability; and using effective measures to gauge progress and outcomes against the budgets, plans, and priorities. S/he will have extensive experience with financial oversight including building annual, event, program, and fundraising budgets; P&L management; operational accounting; audit and financial statement preparation; investment policy adherence and tracking; and functional expense allocation. S/he will possess the experience of setting an organization's strategic priorities and managing staff in a hands-on fashion enabling NDI to achieve its short- and long-term financial, programmatic, and strategic objectives. S/he will be responsible for the care, maintenance, and quality of the 18,000-square-foot NDI Center. The Executive Director will be unwavering in his/her commitment to the safety and wellbeing of the staff, children, artists, and guests at the NDI Center and at all program sites, dispatching his/her responsibilities with a deep level of care, compassion, and authority.

*To apply, please send resume, cover letter, and salary history to [search@nationaldance.org](mailto:search@nationaldance.org).*

*National Dance Institute will only respond to those with whom an interview is requested. No calls please. No recruiters, staffing or placement agencies please. Due to the high volume of applications, National Dance Institute cannot return phone calls about the position and, regrettably, cannot notify applicants of the status of applications.*

*National Dance Institute is an Equal Opportunity Employer committed to diversity and inclusion, and engages employees without regard to race, color, religion, national origin, age, gender, marital status, or sexual orientation.*