

Job Description - Executive Director Dance Palace Community and Cultural center

A non-profit community center providing a wide variety of services to children, adults and seniors in western Marin County, the Dance Palace (DP) is one of the most active facilities in the Bay Area. Founded in 1971, it offers hundreds of event, performances, classes, and meetings every year with a budget of over \$500,000.

The mission of the Dance Palace is: To enrich the quality of life in West Marin by providing diverse cultural, educational and community services in a well-maintained, environmentally-friendly facility.

The Executive Director (ED) must be committed to this mission, enjoy engaging with the community, and possess strong leadership and fund development expertise, organizational and interpersonal skills, and collaborative style.

The ED is hired by and reports to the Board of Directors. S/he is responsible for all the operations of the Dance Palace in collaboration with the Board and staff. Since the DP is a small organization with a small staff, everyone - including the ED - needs to pitch in when necessary to support other staff members, to deal with nitty-gritty details, and to assist in emergencies.

Key Responsibilities:

Leadership

Provide dynamic and collaborative leadership to build positive team relationships with Board and staff, develop and implement sound policies, and represent the Dance Palace in the community with enthusiasm.

Programs and Services

Oversee all programs and services, develop the resources to ensure that the DP provides diverse, cultural, and educational performances, classes, and quality events; build and sustain partnerships with other nonprofits for joint programming that serves our diverse community.

Fundraising and Revenue Generation

Increase and diversify the financial base of the DP by building strategic funding relationships in the community and with major donors, lead the Board in major donor fundraising campaigns including making individual asks, increase fundraising revenue in collaboration with Board and committees, oversee the creation and implementation of marketing strategies to strengthen community support, and analyze efficacy of new revenue opportunities.

Financial Oversight

Directly oversee and manage finances, ensuring financial sustainability by producing regular monthly financial statements, developing an annual budget for Board approval,

implementing the budget with monthly reports to the Board, and overseeing financial systems and policies.

Community Relations

Enhance existing strong relationships with the community, its organizations and diverse interest groups; invite and respond to the community's creativity, complexity and diversity; ensure open access for all, with affordable rentals and a dynamic cadre of volunteers.

Facilities

Works in conjunction with the Facilities Director to ensure that the facility is well-maintained and in good condition on a daily basis, that it is operated in accordance with sustainable and green principles, and that there is planning and budgeting for ongoing long-term maintenance.

Personnel:

Supervises staff with a focus on developing teamwork and a supportive environment ensures that the staff operates in accordance with core mission and policies to serve the West Marin community including respectful communication with users, clients, donors, and supporters.

Qualifications, Skills and Characteristics:

Required

- Commitment to the Dance Palace mission
- Connection with the West Marin community and its varied demographics
- Nonprofit leadership or equivalent experience, including fiscal management, budgeting, and working with Board of Directors
- Successful track record in and enthusiasm for fundraising from individuals, foundations, and corporations
- Demonstrated success in building and sustaining relationships with the community, donors, and staff
- Record of sound financial management and transparency
- Exceptional communication skills and focused time management skills
- Proven experience in defining and implementing organizational priorities and systems for sustainability
- Ability to hire, manage, develop, motivate, and mentor staff.
- Strong critical thinking skills with ability to analyze problems and develop effective solutions.
- Energetic, efficient, well-organized, and flexible in a constantly changing environment
- Weekend and evening availability for some events and performances
- Proficient in modern office technology including word processing, spreadsheets, and database management; comfortable with social media
- Knowledge of and love for the arts
- Ability to work in a lively, active, and social atmosphere.

Physical abilities

- Able to work for long periods at a computer
- Assist with set-up and take-down at events, including moving tables and chairs

Additional – a plus

- Bachelor of Arts degree; post-graduate studies
- Spanish fluency

Please send a cover letter along with your resume to our Board President, Kathryn Lino:
kathlino@gmail.com