



## **Executive Director Position Description**

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### **Position Overview**

In keeping with the mission of Canyon Concert Ballet (CCB), the Executive Director provides leadership for the administrative functions and goals of the organization. This is a salaried position and reports to the CCB Board of Directors (BOD). The position is full-time, exempt, averaging 40 hours/week for an annual salary of \$50,000 - \$55,000, and is expected to work nights and weekends as needed for organization events.

### **Skills and Qualifications**

- Bachelor's degree in business, nonprofit management, or other related field
- 3+ years of senior management experience, preferably with a nonprofit
- Strong public relations, marketing, and fundraising experience
- Knowledge of leadership and management principles related to nonprofits
- Experience managing budgets
- Proven success working with a board of directors
- Entrepreneurial mindset, with innovative approach to strategic planning
- Dynamic and charismatic team player who enjoys being the public face of an organization
- Exceptional verbal, written, and visual communication skills

### **Responsibilities**

#### **Strategic Planning**

- Collaborates with the Board, Artistic Director, and other staff members to design overall short term (1 year) and long term (5 year) strategic plans and corresponding budgets. Plans include but are not limited to productions, class offerings, community outreach and engagement, educational activities, fundraising, personnel management, and other programs and activities to support the artistic priorities and the financial health of CCB. Strategic plans and corresponding budgets are submitted annually to the Board of Directors for approval.

#### **Development and Fundraising**

- Develops and implements fundraising strategies and programs to meet the goals of the strategic plans.

- o These may include but are not limited to planning events, cultivating institutional, corporate, and individual donor support, and promoting alumni patronage.
- Develops and maintains stewardship and recognition program for donors.
- Actively identifies and pursues grant opportunities.
- Coordinates with staff and Board to identify and pursue new and creative fundraising opportunities.

#### **Marketing, Publicity and Outreach**

- Acts as the “face” of CCB, serving as its advocate and spokesperson within the Northern Colorado community.
- Design and implement a comprehensive strategic marketing plan for the school and company that aligns with the overarching strategic plan of CCB.
- Leverages marketing resources as available to execute elements of marketing plan.
- Assists Artistic Director in marketing plan for productions.
- Participate in regularly scheduled marketing plan reviews for Board approval.
- Manages the design and content for the CCB website and social media outlets.

#### **Personnel Management and Administrative Duties**

- Using a collaborative approach, instills a culture of mutual respect and trust throughout the organization (e.g., artistic staff, Board, donors, volunteers, and community members).
- Responsible for contracting all personnel and attending to hiring documents.
- Supervises and evaluates all administrative staff, accounting staff, contracted staff, and School Director.
- Ensures that all payroll is processed timely and accurately.
- Develops and maintains comprehensive policies and procedures manuals for staff as well as students.
- Assists Artistic Director with the logistics of company productions, including managing contracts with vendors and contract workers.
- Oversees facilities maintenance, responsible for preserving the good condition of infrastructure and ensuring that facilities are safe and well functioning.
- Keeps Board apprised of any issues in these areas in a timely manner.
- Oversees Volunteer Coordinator and communicates current CCB volunteer needs.
- Assists CCB Board of Directors to identify prospective Board members.

#### **Financial Management and Reporting**

- Operates CCB in a financially prudent and ethical manner so as to achieve the specific revenue and expenditure goals set forth in the annual budget approved by the Board.
- Tracks overall budget and individual production budgets.
- Ensures specifically designated donations are used for that purpose.
- Designs and reviews tuition structure annually and submits recommendations to the Board of Directors for approval.
- Ensures that all invoices are paid timely and in full.
- Provides monthly financial reports to the Board.

#### **Scholarship Program Oversight**

- Coordinates the solicitation of scholarship candidates and manages the notification process.
- Pursues funding opportunities for increased scholarship program participation.