



Job Description: Managing Director

This position is responsible for the smooth running of the school, company, and business. S/he works with the Artistic Director (AD) in directing the business of the organization and communications with its stakeholders. The position directly supervises the Program Manager, Front Desk and Registration Manager, Finance Manager, and Education Coordinator / Development Associate. S/he works in close conjunction with the Artistic Director and reports to the Board of Directors.

Responsibilities

Financial:

- Develops, monitors progress, and implements annual budget in cooperation with Artistic Director, regularly updating and reviewing with Artistic Director and Finance Committee
- Develops long-term and specific programmatic budgets
- Primary liaison with Finance Committee, working closely with them to review reports, analyze data, communicate cash flow status, and make budgetary changes and decisions
- Liaison to company Accountant for routine bookkeeping functions
- Directs annual audit response – preparing materials, answering questions, and other requests by auditor
- Reviews financial aid requests and works to resolve any finance-related or tuition-related issues

Board and Committee Relations:

- Participates with the Board of Directors in developing a vision and strategic plan to guide the organization, updates corporate documents
- Primary liaison (in partnership with the Artistic Director) to the Board
- Works closely with Board President in communicating issues, guiding board and committee activities, and problem solving
- Works closely with Nominating Committee to facilitate Board recruitment and development
- Staff liaison to Finance, Governance/ Nominating, and Strategic Planning Committees

General Administration:

- Oversees Development Associate in grants writing, research, and special events, providing budgets and any other needed information to complete grant submission
- Oversees and approves student medical, withdrawal and refund requests; resolves student issues in consultation with the Directors
- Responsible for all aspects of the Database registration software, maintenance and training of staff
- Provides and/or coordinates all IT support including trouble-shooting all computer, printer, network, internet, and phone issues; day-to-day backup, database maintenance, updates of virus and firewall software
- Responsible for staff training on Database processing procedures
- Responds to emails sent to special events and admin
- Oversees volunteer coordination, development, recognition, and communication
- Helps coordinate general communications
- Coordinates connections with local school districts and helps develop outreach program
- Responsible for Facilities usage and maintenance

Marketing and Public Relations:

- Creates and oversees implementation of annual marketing and public relations plan for the organization, with input from the Artistic Director and staff
- Manages the direction and implementation of: promotional materials, website design and content, advertising, branding, marketing and promotional ideas and opportunities
- Creates and oversees public relations / media plan
- Reports on effectiveness of sales strategy in relation to marketing plan; adjusts as necessary
- Directs creation and production of all printed school information including: class brochures, flyers, and general marketing materials
- Maintains and coordinates maintenance of the website

Fundraising:

- Participates in implementation of the Development Plan
- Supports volunteer leaders in special fundraising events

Performance Administration:

- Determines ticket pricing strategies in conjunction with Artistic Director
- Works with the Artistic Director to publish performance programs and monitor program ad campaigns
- Directs general performance marketing (advertisements, flyers, postcards, press releases, material distribution, emails)
- Oversees special performance events

Staff Administration:

- Supervises operations of the dance studio and performances
- Conducts annual performance reviews of administrative staff, in conjunction with the Artistic Director
- Develops and maintains an excellent working relationship with all staff and volunteers
- Facilitates communication between all stakeholders – staff, students, faculty, parents, Board, volunteer leaders, committees, and volunteers
- Provides excellent service and ensures that all reporting staff and volunteers provide excellent service to the students, faculty, and parents of the dance school

HR:

- Answers school and performance policy questions based on manuals to ensure compliance
- Manages the development and distribution of all contracts
- Administers benefits (health insurance and leave tracking, etc)
- Directs overall human resources policies and programs
- Updates policies, procedures and manuals

Qualifications:

- Minimum of 5 years' experience in non-profit leadership required, performing arts experience preferred
- At least 5 years' experience managing and motivating professional staff and volunteers
- Bachelor's degree from an accredited institution in a relevant field
- Excellent writing and public speaking skills
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Experience working collaboratively with and reporting to a Board of Directors
- Experience interacting with a variety of constituencies: Board, staff, members, donors, volunteers, and the general public
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Computer literacy in Microsoft Office and social media; working knowledge of CRM databases and accounting software