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Executive Director

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Velocity Dance Center Seeks Executive Director

Seattle is electric with cultural activity, and nothing is more charged than the dance community. Different forms, different flavors and different voices merge together and stand apart, all of them vital to each other, to the community and to the art of dance itself.

Velocity Dance Center is the center for contemporary dance in Seattle. For artists seeking experimentation in its rawest form, building from, breaking down and bending the structure of classical dance, exploring the limitless intersection of dance and human movement – Velocity is home. For students seeking to understand what their bodies and minds can achieve and how far they can go, regardless of formal training – Velocity is home.

As we embark on the search for a new Executive Director, we are looking for someone who has the vision, energy and natural leadership skills to continue Velocity's evolution as the center for contemporary dance in Seattle -- someone with the fortitude and imagination to transition Velocity from a homegrown arts organization to a lasting institution. Most of all, we are looking for someone with a deep understanding and belief in the power of dance as an art form.

This person will be rewarded daily by a close and committed community who walk through the doors ready to explore and expand, absorb and renew, flex and leap, and dance to their hearts content.

If you think you are this person, let us know! To learn more about the position, see the enclosed/attached job description, or visit

www.velocitydancecenter.org/executivedirector. Thank You! Velocity Dance Center Board of Directors

www.velocitydancecenter.org

Executive Director Job Overview and Description

Founded in 1996, Velocity Dance Center is a nationally recognized center for contemporary dance. Velocity, a 501(c)3 non-profit, provides the training and rehearsal space necessary for the continued growth of contemporary dance as a vital part of the dance ecology in the Puget Sound region. Since its inception, Velocity has grown alongside the Seattle dance community, and now offers a full schedule of ongoing classes for beginner through professional level dancers, seven artist development programs, and affordable rehearsal and performance space to local dancers, dance companies and choreographers.

Velocity Dance Center's mission is to promote excellence in the field of contemporary dance, inspiring dance artists to reach their maximum potential. Velocity provides opportunities and space for education, dance creation, performance, and national/international exchange.

Position Overview/Job Summary

Under the general direction of the Board of Directors, the Executive Director is responsible for the management and overall functioning of the organization, with a focus on human resources and financial management, community leadership, fundraising, and artistic programming. The Executive Director is expected to provide inspired leadership on behalf of the mission and vision of Velocity Dance Center, in accordance with the organization's values.

Key Responsibilities

- Oversee the daily operations of the organization • Act as the face of Velocity for its constituents, funders and community partners • Oversee the organization's fiscal health and maintain sound financial practices, including development

- and management of annual budget • Manage the Human Resources of the organization, including all personnel hiring and management • Drive fundraising planning and implementation including individual and organizational gift solicitation,

- funding research, grant writing and donor stewardship • Oversee organization's artistic and educational programming, including Velocity's presenting season,

- ongoing classes and summer intensive program • Ensure marketing and communication efforts related to all Velocity programs are timely, effective and

- focused on community engagement • Maintain official procedures, records and documents and ensure overall organizational compliance with

- federal, state and local laws and regulations • Keep the Board of Directors fully informed of organizational priorities, opportunities and realities

- Work with the Board of Directors to develop and implement long-term strategies for continued

organizational health and overall service of the organization's mission, vision and values

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Minimum Qualifications

- Bachelor's Degree in relevant field • Three years experience in arts non-profit administration/management • Proven experience in fundraising leadership • Proven experience in artistic programming • Thorough understanding of the budgeting process and outcomes • An understanding and belief in the power of dance as an art form

Skills

- Leadership approach that reflects confidence, openness and collaboration • Exceptional verbal and written communication skills • Ability to adapt, improvise and think innovatively in facing the realities of managing a small non-profit • Rigorous attention to detail

How to Apply

Submit cover letter, resume, and three professional references (including phone numbers) via email to jobs@velocitydancecenter.org by February 4, 2011. Microsoft Word or PDF documents only please. Please do not call regarding this position. Salary DOE, benefits package

included. Velocity Dance Center is an equal opportunity employer.

www.velocitydancecenter.org

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