

Saturday, January 4, 2014

## Executive Director with Abraham.In.Motion

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### Abraham.In.Motion

The mission of Kyle Abraham/Abraham.In.Motion is to create an evocative interdisciplinary body of work. Born into Hip hop culture in the late 1970s and grounded in Abraham's artistic upbringing in classical cello, piano, and the visual arts, the goal of the movement is to delve into identity in relation to a personal history. The work entwines a sensual and provocative vocabulary with a strong emphasis on sound, human behavior and all things visual in an effort to create an avenue for personal investigation and exposing that on stage. A.I.M. is a representation of dancers from various disciplines and diverse personal backgrounds. Combined together, these individualities create movement that is manipulated and molded into something fresh and unique. [www.abrahaminmotion.org](http://www.abrahaminmotion.org)

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The new position of Executive Director will fulfill Abraham.In.Motion's (AIM) mission in concert with Board and Artistic Director. The Executive Director will develop and manage organizational policies approved by the Board in such key areas as operations, fundraising, finance and budgeting, marketing, communications and stakeholder relations.

The Executive Director reports to the Board of Directors and works closely with the Founding Artistic Director (Kyle Abraham) to successfully implement new and existing artistic programs.

### Responsibilities:

#### Fundraising

- Develop an annual plan and budget for Board approval that includes all operations and revenue generating activities, and implements that plan while controlling cash flow and expenditures.
- Lead the organization's fundraising programs, including its annual fund, grantwriting, special events, planned giving, and project funding. Lead staff and Board in development activities; maintain strong relationships with the funding community.
- Diversify the organization's sources of income, generate unrestricted and discretionary income, and increase earned revenues.

#### Operations

- Strategize annual and long-term plans to ensure smooth operations.
- Implement systems over time and oversee daily organizational operations, providing general oversight and direction for the staff and other professionals employed by AIM. (Company Manager, Touring Production and Design staff are in place.)
- Manage and facilitate the overall calendar of activities for AIM.
- Develop and maintain sound financial practices.
- Work with staff and Board to prepare budgets; see that the organization operates within approved budget guidelines. Ensure that adequate funds are available to permit the organization to carry out its work.
- Keep official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

### Board/Staff Relations:

- Develop a strong board of directors and work with them to achieve the organization's strategic vision and direction with effective communications. See that the board and Artistic Director are kept fully informed on the condition of the organization and all-important factors influencing it.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Direct administrative personnel relations to ensure that the organization is effectively structured and staffed with competent employees, and to ensure that AIM's employer obligations, legally and ethically, to its staff are fully met.

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### Marketing/Communications

- Develop marketing and public relations programs to achieve earned income goals for ticket sales, class fees, and other revenue sources while enhancing the Company's visibility and reputation, including website and electronic promotion activities, in coordination with the Artistic Director.
- Develop and maintain good relations with venues, strategic partners, other arts organizations, public agencies, and the media for advertising and public relations activities related to AIM's programs and goals. Represent the Company at Dance performances and events.

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### Required Experience:

- Established network within the nonprofit funding community, with demonstrated success in cultivating and maintaining relationships with

foundations, corporations, government agencies, and individuals.

- Substantial career experience at a management level of an arts organization, with emphasis on development and a proven track record of building and maintaining annual fundraising efforts.
- Preferred knowledge of, or keen interest in, the performing arts.
- Respected reputation as a nonprofit leader with the ability to implement practical strategic plans.
- Excellent verbal and written communication skills & proficient with standard computer programs.

Preferred Qualities:

- A strategic self-starter with strong planning, organizational and analytical skills.
- A visionary and innovative thinker who can prioritize and complete tasks to deliver desired outcomes in a timely manner.
- A person with extraordinary interpersonal skills who will be optimistic and versatile in a position that requires frequent change and flexibility.
- S/he should be practical, results-oriented, enjoy frequent interaction with others, and value intellectual growth opportunities and creative self-expression.

Compensation:

- Competitive, based on the qualifications and experience of the candidate, including a benefits package.
- Full-time, exempt position; start date early February 2014.
- Abraham.In.Motion is an Equal Opportunity Employer that values workplace diversity.

TO APPLY:

Send Resume and three current References (1 personal), in addition to statement of how you envision the development of Abraham.In.Motion as a thriving contemporary dance company to: [kkonikow@gmail.com](mailto:kkonikow@gmail.com) by January 31, 5pm EST. No phone calls.

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