

Friday, August 3, 2018

## Dancewave seeks a Managing Director!

Company: Dancewave  
Location: Brooklyn, NY

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POSITION: Managing Director at Dancewave

REPORTS TO: Executive Director (ED)

HOURS: FT position onsite at Dancewave office (45 4th Avenue, Brooklyn); must be available on select evenings and weekends for fundraising and cultivation events and performances

ORGANIZATIONAL BACKGROUND: Dancewave is the dance education non-profit organization located in Park Slope/Gowanus that provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members. Dancewave reaches over 5,000 youth per year through School at Dancewave classes, pre-professional companies and ensembles, D-Wave in Motion arts-in-education programming, and city-wide outreach events.

### JOB DESCRIPTION:

Dancewave seeks a talented and ambitious Managing Director who will work alongside the Executive Director to lead the organization as we take Dancewave to the next level. Building on years of tremendous organizational and programmatic growth and success, Dancewave's first capital project is well underway and will open to the public in 2019. The new Dancewave Center will be a nexus in the community, bringing our diverse participants together under one roof, expanding our reach so that more NYC youth can build life skills through dance. The ideal candidate will play a leadership role in elevating Dancewave to prominence in Brooklyn's cultural landscape and will oversee strategy and operations, including financial management, human resources, employee management, and fundraising. The candidate will cultivate relationships with corporate and community organizations. The Managing Director will need to be comfortable with new projects and learning on the job. This opportunity has great growth potential.

### RESPONSIBILITIES:

#### Financial Management:

Work with the Executive Director and Board of Directors to develop an annual budget

Monitor budget performance, including forecasting and cash flow projections

Manage monthly financial reporting, maintenance of the accounting systems, and audit

Set and track budgetary priorities and financial goals for each department

Serve as the primary liaison to Dancewave's off-site bookkeeper

#### Operations:

Provide day-to-day leadership and administrative management, including overseeing progress of programmatic, fundraising, and budgetary goals

Work with ED and Board to create a plan that prepares Dancewave to move in 2019

Manage human resource functions including hiring, payroll, tracking vacation and other policies

Execute bi-annual staff retreats focused on strengthening teamwork and professional development

Serve as an advocate for an inclusive and collaborative workplace

#### Fundraising:

With the support of the Development Assistant, create and execute short and long-term development plans (both organizational development plans and capital campaign plans)

Identify and cultivate donors including individual, foundation, and corporate relationships

Oversee fundraising activities, such as the annual gala, annual appeals, donor cultivation events, gift acknowledgement, donor communication, and database management

Serve with the Executive Director, as the primary staff liaison to an engaged Board

Coordinate quarterly Board reports on development, operations and capital project

#### Advocacy:

Lead and set the strategy for Dancewave's Social Justice Working Group

Build and strengthen relationships between Dancewave and local organizations, including government agencies and advocacy groups, local businesses and arts organizations

Serve, with the Executive Director, as the public face of Dancewave

KNOWLEDGE, SKILLS AND ABILITIES:

Masters Degree in arts administration, public administration, nonprofit management, or other related field is preferable, but not required

Experience working within non-profits, gradually taking on larger responsibilities

Passion for youth development, the arts (particularly dance), and access to empowering opportunities for all

Strong financial and people management skills

Experience implementing fundraising campaigns and identifying new sources of income

Ability to speak and write persuasively

Familiarity with MS Office, Google Docs, QuickBooks, and Salesforce

TOa?? a??APPLY:

Please send a resume, cover letter, a brief writing sample, and three references to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line Managing Director.  
NO PHONE CALLS PLEASE.

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

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Dancewave  
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For more information:  
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