

Wednesday, August 15, 2018

Gallim seeks an Executive Director

Company: Gallim
Location: Brooklyn, NY

► [Share](#) | [Print](#) | [Download](#)

GALLIM

Gallim's new Executive Director will be an experienced, energetic, and charismatic arts industry leader who can support effectively Artistic Director Andrea Miller and the Board of Directors, as the company builds upon the success of Andrea's 17/18 season as artist in residence at The Metropolitan Museum of Art and maps out its exciting next chapter.

The successful candidate will be inspired by the opportunity to join a company looking to a bright future, with exceptional momentum and continuing growth. S/he should have a demonstrated track record of leadership in a similar position and either possess or quickly develop an excellent understanding of the booking process. S/he should have knowledge of Andrea Miller's artistry, choreography and the company's works, and be passionate about them. S/he should be an efficient manager and administrator of human resources, capable of carrying out institutional priorities and outcomes according to set timelines. S/he should be an experienced public speaker and fundraiser, able to solicit gifts, manage budgets, and bear the organizational responsibility for fiscal health. Polished and diplomatic, s/he should have superb interpersonal skills and be an excellent communicator in verbal, written, and presentation forms.

SPECIFIC ROLES & RESPONSIBILITIES

STRATEGIC AND FINANCIAL MANAGEMENT: In partnership with the Artistic Director and the Board, develop and execute annually a comprehensive Fiscal Year operating and programmatic strategy, matched to a Fiscal Year operating budget, which contains measurable goals and objectives that meet Gallim's annual operating requirements; monitor and report to the Board on organizational financial and business performance against goals; seek and manage key external relationships for the organization and maintain an active presence in the community to support Gallim's expanding public profile; identify and forge relationships with new organizational partners who will be strategically important for the organization's future.

BOARD RELATIONS: In partnership with the Artistic Director, support and manage Gallim's Board : support the ongoing identification, recruitment and retention of suitably qualified Board members; serve ex-officio on each Board committee and manage and motivate individual members; facilitate the Board's involvement in annual strategy development; manage and expand each member's proactive involvement in fundraising; support the Chair to assign fundraising portfolios to each Board member, and coach, train, and motivate them to participate in fundraising as well as governance activities.

FUNDRAISING: Oversee the annual creation and execution of a Fiscal Year development plan designed to achieve the fundraising goals required in the annual operating budget; assume a leadership role in organizational fundraising; execute and/or oversee the writing of grants; support Board members in their fundraising duties; and liaise regularly with important community stakeholders in the fundraising and government realms.

BOOKING: Develop a strategic approach to touring practices that maximize the company's resources, while expanding its reach into new markets; work in concert with the Artistic Director to execute this new strategy in an efficient and robust manner.

MARKETING AND COMMUNICATIONS: Oversee the annual creation and execution of an annual marketing and communications plan designed to increase the company's visibility across platforms, including a renewed and enhance digital marketing and social media strategy with concrete goals and outcomes; assume a leadership role in organizational marketing; serve as a public spokesperson on issues relevant to Andrea Miller, Gallim and the broader arts and creative industry community; and liaise regularly with important community stakeholders in the media and external relations realms.

STAFF MANAGEMENT: Manage a small but highly-motivated team to achieve extraordinary operating results while supporting one another in a positive culture of cooperation and mutual respect. Collaborate with staff members to develop the systems and structures needed to support the touring and programmatic expansion of Gallim.

The successful applicant will possess:

- 5+ years of results-driven management and fundraising experience in the performing arts or dance non-profit or private sector, or equivalent experience;
- Demonstrated experience in fundraising;
- A track record of successfully building and motivating teams, both professional and volunteer;
- Strong strategic planning skills and demonstrated financial management expertise;
- Facility and comfort with marketing and PR;
- A passion for the performing arts and a positive, energetic, "can-do" attitude towards nonprofit leadership;
- Willingness and ability to work evenings and weekends, and to travel nationally and internationally, to fulfill job responsibilities;
- A Bachelor's Degree is required; an advanced degree in a relevant discipline will be favorably regarded.

Applicants must clearly demonstrate the necessary level of managerial and leadership experience to perform successfully in this role—including the requisite number of years of professional experience in a performing arts organization.

COMPENSATION

Compensation is competitive and will be commensurate with qualifications and experience.

HOW TO APPLY

Please submit the following materials electronically, in a single PDF document, to jobs@gallimdance.com, with "Executive Director position" in your email subject heading:

1. Cover letter

2. Resume with salary history
3. Fundraising writing samples
4. Three professional and one personal references, who will not be contacted without your prior approval.

All inquiries and materials will be confidential. All applications will be acknowledged. Please do not mail hard copies.

FOR FURTHER INFORMATION

To learn more about Gallim and its Artistic Director, please visit www.gallim.org.

EQUAL OPPORTUNITY

Gallim is an equal opportunity employer and strongly encourages individuals of all backgrounds and cultures to consider this leadership position. The company's commitment to inclusivity encompasses, but is not limited to, diversity in nationality, ethnicity, race, religion, gender, sexual orientation, age, and disability.

Gallim
520 Clinton Avenue
Brooklyn, NY, 11238
718.622.2165
www.gallim.org

For more information:
Andrea Miller
jobs@gallimdance.com
718.622.2165

[< back](#)

[previous listing](#) • [next listing](#)