

Monday, April 13, 2020

## Managing Director, Kulu Mele African Dance & Drum Ensemble

Company: Kulu Mele African Dance & Drum Ensemble  
Location: Philadelphia , PA  
Compensation: \$42K - \$45K

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Philadelphia, PA-based Kulu Mele African Dance & Drum Ensemble seeks a talented and hardworking leader to serve as the company's next Managing Director. We are looking for someone grounded in African-centered vision and values, committed to African dance, drum, and cultural excellences, and able to build on Kulu Mele's enduring promise, potential, and legacy.

The Managing Director works closely with Kulu Mele's long-time Artistic Director, Dorothy Wilkie, and the company's 12-member Board of directors to steward the company's mission. An active community provides additional support. As the primary staff person for the company, the Managing Director has responsibility for development and fundraising, marketing and communications, finance, business and office administration and I.T. and shares H.R. and production responsibilities with the artistic director. The Managing Director books and tours company performances and education programs and works with a team to produce the company's annual show.

Kulu Mele is Philadelphia's premiere African cultural troupe, and among the oldest African dance and drum ensembles in the United States. The company and its artistic leadership have been recognized with prestigious awards and prizes, and have graced major stages and community sites. Kulu Mele is widely recognized for stellar artistic accomplishments and for the depth of its commitment to and mastery of traditional West African and Afro-Cuban performance and culture. In November 2019, Kulu Mele observed its 50th anniversary with a major (sold-out) premiere of a stellar performance (Ogun & the People), and the publication of a book articulating past and present, vision and practice. See <https://www.kulumele.org/>

Key responsibilities include:

**Development:** Identify and cultivate new and existing funding sources and maintain and nurture existing community, foundation, government, corporate, individual donor and presenter / contractor relationships. Develop innovative approaches to fundraising. Oversee and implement the annual fundraising and grants calendar.

**Financial management:** In partnership with the Artistic Director, develop the annual budget and oversee adherence to the budget by monitoring expenditures and revenues. Manage the organization's financial health and operations. Work with the Board Treasurer and finance manager to develop budgets and reports necessary for appropriate financial oversight.

**Bookings and productions:** Manage and produce the calendar of Kulu Mele commissioned /contracted performances, and arts education offerings (classes, residencies and workshops for all ages), both local and touring, and at a range of venues. Promote and develop these revenue opportunities and relationships with presenters. Manage production of Kulu Mele's Annual show.

**Communications and marketing:** Develop and implement a marketing and public relations plan for the organization that includes regular communication with the community, press, funders, and stakeholders. Work to keep the organization's outward facing presence current through website updates and social media activity.

**Board Governance:** Serve as an ex officio non-voting member of the Board of Directors and Board committees and attend all Board meetings. Assist the Artistic Director and Board President in developing Board meeting agendas. Provide, in a timely manner, all information necessary for the Board to function properly and to make informed decisions at and in between Board meetings.

**Community relations:** Identify, develop, and nurture diverse relationships in the broader community with the goal of promoting and advocating for the organization. Serve as a spokesperson for the organization to constituents, the media, board member candidates, and the public.

**Operations Management:** Keep office systems and technology platforms in good working order and ensure they meet the organization's needs. Interact effectively with artists, families, funders, and many others. Oversee vendors and subcontractors' contracts and deliverable schedules.

**Compensation and benefits:** Salary range of \$42-45,000. Flexible work schedule and hours. Health insurance stipend, paid vacation, holidays and sick days.

Qualifications:

- Commitment to and passion for African and African Diaspora dance, drum, culture and history
- BA degree or equivalent and 5+ years of related non-profit experience
- Demonstrated skills and experience in fundraising, marketing, project management, performing arts production
- Exceptional interpersonal skills. Strong written and verbal communication skills, multitasking, organizational and time-management skills, excellent attention to detail
- Experience with Quickbooks
- Proficiency with Microsoft (Word, Excel, Publisher), email communications, Google (calendar, drive, docs), YouTube, Vimeo, Squarespace or other web applications
- Familiar with social media platforms including Facebook, Instagram, Twitter

To apply, please send letter of application, resume, salary requirements, and names of three references, by May 1 (or until filled), to Kulu Mele Search Committee: [search@kulumele.org](mailto:search@kulumele.org). Website: [www.kulumele.org](http://www.kulumele.org)

