

Monday, January 17, 2022

Co-Director, JACK

Company: JACK
Location: Brooklyn, NY
Compensation: \$67,000

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JACK seeks an imaginative and resourceful leader with a passion for the arts and a track record of organizational stewardship. Reporting to the Board of Directors, the Co-Director shares leadership of JACK with the existing Co-Director, Jordana De La Cruz. The Co-Director will help guide the vision and strategy for the organization's long-term health and will provide strong leadership for the staff and the community. The two Co-Directors are jointly charged with enabling JACK to realize its goals for artistic excellence, community collaboration, financial stability, and audience engagement. The focus of this particular role is the overall business and administrative management of JACK, including leadership of fundraising, financial management, and external relations.

PRIMARY RESPONSIBILITIES:

Manage grant portfolio, including grant-writing, communication with program officers, reporting, etc

Fundraise - cultivate new donors, communicate with existing donors, engage in annual appeals

Manage fiscal tasks in collaboration with our independent bookkeeper — including payroll, expenses, bank deposits, vendor contracts, and preparation of the annual audit

SHARED RESPONSIBILITIES WITH YOUR FELLOW CO-DIRECTOR:

Build, nurture, and maintain relationships with a wide range of stakeholders and constituencies, including artists, staff, Board, audiences, donors, press, and partner organizations

Community outreach, including promotion for performances and representing JACK at external events

Manage a team of direct reports that currently includes 1 full time and 1 part time employee

Oversee ticket sales with support from Box Office Manager

Depending on the candidate's interest/experience, there may also be opportunities to collaborate in curating JACK's performance season and conversation series.

QUALIFICATIONS:

Demonstrated business acumen in the arts & culture sector, with strong management skills

Experience in fiscal management and budgeting, with a devotion to detail

The vision to design and execute JACK's development of resources in the short, intermediate, and long-term to help JACK achieve sustainability into the future

Demonstrated ability to generate earned income and philanthropic support

Ease in building relationships with people from varying cultural and socio-economic backgrounds

Exceptional organizational, written, and social communication skills

The Co-Director must be willing to reside full-time in the New York City area

This is a senior-level position with a starting salary of \$67,000. Benefits include health insurance, paid leave, vacation and paid holidays. The position is full-time, in the Brooklyn office. Applications will be accepted through February 7, 2022 with a position start date in May 2022. The Co-Director must be willing to reside full-time in the New York City area

We strongly encourage individuals that have not been historically represented in the arts sector to apply. JACK is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, pregnancy, disability, military status, or any other characteristic protected by law.

HOW TO APPLY

Please email a cover letter and resume to info@jackny.org with the subject line: "Co-Director application - your full name". In your cover letter, make sure to address how your past experience has prepared you for the primary responsibilities listed in the job description.

In addition, your cover letter should include two professional references, with email addresses and relationship context.

JACK is a non-profit Obie Award-winning performance meets civic space located in Clinton Hill, Brooklyn. Founded in 2012, JACK was created to fuel experiments in art and activism, collaborating with artists and neighbors to build a more just and vibrant society. We present over 60 shows a year in theater, dance, and music as well as hold conversations that are vital to the local community. JACK's programming centers artists of color and those dedicated to our collective liberation. www.jackny.org

JACK
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For more information:
Jordana De La Cruz
info@jackny.org

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