

Monday, January 24, 2022

## Viver Brasil

Company: Viver Brasil  
Location: Los Angeles, CA  
Compensation: 85,000-90,000

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### Viver Brasil Executive Director Search Announcement

Desired Start Date: March 15, 2022

The position will remain open until filled.

Employment status: Full-Time Employee, W-2 Status, 40 Hours per week

Schedule: Typical schedule Monday - Friday 10 am - 6 pm PST, Nights and weekends during performances and special events. The weekly work schedule is always adjusted to ensure boundaries around a 40-hour work week.

Location: Live or relocate to the Los Angeles/ Southern California area preferred.

#### Compensation and Benefits:

Salary Range (\$85,000-\$90,000)

This is a full-time salaried position. Compensation will be competitive with similar positions in the Los Angeles area. The benefits include a taxable health insurance stipend, paid vacation time, and a retirement plan. \$2,000 Relocation Stipend.

How to Apply: Please review the Executive Director Job Description. The application period is now open. Please email your application packet to [ashley@unlockcreative.org](mailto:ashley@unlockcreative.org) with "ED VB First Name Last Name". Application materials to include a resume, cover letter, three references, and 1-2 project plans or writing samples. Due February 11, 2022. Please send PDFs only.

Unlock Creative: Coaching & Management Solutions LLC is conducting this search. If you have any questions, please email Ashley Walden Davis at [ashley@unlockcreative.org](mailto:ashley@unlockcreative.org). Label the email "Viver Brasil search questions". All applications and expressed interest in this position will remain confidential.

Viver Brasil provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### Viver Brasil Seeks Executive Director

Viver Brasil seeks to hire an Executive Director in winter 2022 to support the growth and development of the organization. Viver is a 25-year nonprofit, 501(c)3 organization, located in Los Angeles, CA that creates bold Afro-Brazilian dance theater rooted in and inspired by, the African heritage of Salvador, Bahia, Brazil, providing performances, residencies, cultural immersion programs to Bahia, and interactive workshops that seek to engage diverse communities.

Viver Brasil reflects the vitality of its global home and the artistic excellence, diversity, and creative voices of its company members as choreographers and composers. The company has toured nationally and internationally and is dedicated to rigorous research and continuous lively dialogue with living Bahian masters, addressing African diasporic issues of art and humanity, race, memory, and equality.

The Viver Brasil team is currently in a building and growing phase. There is currently an Interim Executive Director (who previously served as Executive Director), a new and dedicated Board of Directors, a small team of staff, employees, contractors, and a strong and established company of dancers.

The main role of the Executive Director is responsible for the organization's consistent achievement of its mission, organizational strategy, and financial sustainability alongside the Artistic Directors and the Board of Directors. The Executive Director will ensure the day-to-day management of the organization. The Executive Director reports to the Board of Directors.

## Mission

Viver Brasil (VB) honors Brazil's African legacy through contemporary dance theater by utilizing Afro-Brazilian dance and music in performance, arts education, community engagement, and cultural exchange programs. With an arts-base grounded in rigorous historico-cultural research, dialogue, and exchange with current arts & culture masters, VB conveys contemporary representations of Afro-Brazilian dance that address 21st-century issues of ancestry, humanity, race, and social equity.

The ideal candidate for the Viver Brasil Executive Director is a resourceful Strategic Planner, who loves to partner and collaborate while keeping an open mind. They lead and learn from the team. This person is an Artistic transformative thinker who desires to strengthen bridges and has the ability to work with a diverse group of people including children. They have a strong moral compass and bring enthusiasm and humor to the work.

## Executive Director Job Description

The ED will provide leadership and oversee the execution of Viver Brasil's strategic plan in key areas: fundraising, finance and budgeting, marketing and communications, community outreach, and touring.

Roles and responsibilities include, but are not limited to, the following:

### Organizational Strategy

Implement the visioning and strategy of Viver Brasil by assuring that the organization has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.

Work with the board of directors to guide short- and mid-term objectives informed by Viver Brasil's strategic plan.

Lead organization in developing organizational strategy, program, and financial plans with the Board of Directors and staff. Execute plans and policies authorized by the board.

Promote active broad participation by volunteers in all areas of the organization's work. Support, develop and leverage Viver Brasil's board of directors to meet fiscal and programmatic goals; attend board meetings and formally report to the board on a bi-monthly basis.

Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

Maintain a working knowledge of significant developments and trends in the dance and arts and culture field.

Establish and cultivate strategic relationships with key stakeholders – artists, funders, donors, presenters, audience and community members, government officials, and cultural institutions.

### Fiscal Management and General Operations:

Develop and maintain sound financial practices in collaboration with accountants and treasurer.

Analyze complex financial data and extract/define relevant information as well as interpret data for the purpose of determining past financial performance and/or to project a financial profitability

Work with the staff, and the board in preparing a budget; see that the organization operates within budget guidelines.

Ensure that adequate funds are available to permit the organization to execute its work.

Prepare and administer program budgets with the input of Treasurer and Artistic Directors, staff, and the Board of Directors. Support creation, modification, and manage all organizational budgets to support the organizational vision and strategic plan with the support of staff and the Board of Directors.

Oversee organizational revenue, expenses and cash flow.

Work with the fiscal administrator to ensure timely and accurate bookkeeping, accounts payable/receivable activities, tax preparation, and financial reporting.

### Administrative and Systems Management

Contribute strategically to the profitable and mission-oriented growth and development of the Viver Brasil

Work with Board of Directors and other colleagues in developing and maintaining the organizational structure and technical or consultancy teams capable of meeting Viver Brasil short and long-term objectives

Concentrate on strengthening the administrative infrastructure of the organization, including member services, financial management, office management, and logistics planning

Monitor and maintain compliance with federal, state and other legal or regulatory bodies as necessary

### Human Resources

Provide general oversight and work direction for Viver Brasil staff, consultants, and interns.

Supervise staff with the oversight of the Human Resources as follows.

Be responsible for the recruitment, employment, and release of all personnel, both paid staff, and volunteers.

Ensure that job descriptions are developed, that regular performance evaluation are held, and that sound human resource practices are in place.

See that an effective management team, with appropriate provision for succession, is in place.

Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality and values-aligned people.

#### Fundraising:

Develop and execute a fundraising plan that includes diverse funding sources (individuals, foundations, corporations, government, and earned income) and uses (program, operating, unrestricted).

Lead staff, Board, and consultants in fundraising activities including: Annual fund, grant-writing, special events, planned giving, and project funding.

Establish and cultivate strong relationships with donors and donor prospects.

Engage in donor stewardship to ensure repeat/long-term giving by individuals and corporations/foundations.

#### Communications

Ensure the board is kept fully informed on the condition of the organization and all important factors influencing it.

Establish sound working relationships and cooperative arrangements with community groups and organizations.

Represent the programs and point of view of the organization to agencies, organizations, and the general public.

Jointly, with the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Supervise communications consultants development of marketing and public relations programs to achieve earned income goals for ticket sales, class fees, and merchandise sales, while enhancing the Viver Brasil's visibility and reputation, including web and electronic promotion activities.

Oversee contract booking agency in booking activities and/or work with third-party booking agent to secure performance/tour opportunities locally, nationally and abroad.

Qualifications: While we understand that not one person may have all the skills, we are looking for those who are eager to learn and continue to grow professionally.

An energetic, positive, team player committed to the values of Viver Brasil, a passion for the work of Viver Brasil, and able to successfully balance the company's programmatic, artistic and fiscal objectives with administrative efficiency.

Interest in working with youth and passion for arts education

Highly organized, creative, self-motivated, and ready to work in a fast-paced environment

Transparent and high integrity leadership

Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, fundraising, and reporting

Strong organizational abilities including planning, delegating, program development, and task facilitation with competing priorities and deadlines.

Ability to convey a vision of Viver Brasil's strategic future to staff, board, volunteers, and donors.

Strong written and oral communication skills

Established network within the nonprofit funding community, with demonstrable success in cultivating and maintaining relationships with foundations, corporations, government agencies, and individuals.

Accounting/budget experience.

Experience with board recruitment and management required.

Excellent verbal and written communication skills, including initiation and follow-up in all areas.

Ability to effectively manage competing priorities and deadlines with ease.

Ability to communicate effectively to a diverse group of stakeholders – board of directors, staff, contractors, community members, and funders.

#### Preference

Trilingual (English/Portuguese/Spanish) is a plus but not a requirement.

Connection and history with AfroLatino and or Brazilian dance, arts and culture.

Bachelor's or Master's degree in dance, non-profit management, business, or similar field preferred.

## More about Viver Brasil: History & Audience

Founded in 1997 by Artistic Directors Linda Yudin and Luiz Badaró, Viver Brasil honors Brazil's African legacy through bold contemporary dance theatre that increases awareness of the rich history and culture from which Afro-Brazilian dance and music emerged. Viver Brasil is a living bridge between its home, Los Angeles, and its sister city, Salvador, Bahia, with Dancing at the Source, its signature international cultural exchange program to Bahia; Cooking Samba, and Samba in the Streets, which are vital, electrifying arts education and community engagement programs for all ages and underserved audiences at non-traditional venues (e.g. schools serving low-income students; transitional centers serving the homeless and domestic violence survivors; senior centers; foster care organizations). The company establishes a portal through which people in distant communities can experience and share in the beautiful, mythic, and vibrant stories of Afro-Brazilian culture. Viver Brasil has toured throughout the United States, South Africa, Mexico, and Canada. While on tour, Viver Brasil tailors and adapts its community engagement programs for local communities. Dedication to and practice of rigorous research, as well as continuous dialogue with living masters of Bahian culture, choreographers, and virtuoso musicians fuels and empowers Viver Brasil's lovely, dynamic and powerful artistry as it addresses 21st century African Diaspora issues of art and humanity, race, equity, memory, resistance, and resilience.

Viver Brasil's audience reflects a broad range of America's culture groups seen in Los Angeles County, for example, African American, Latin American, European, LGBTQ, high school and college students as well as low-income families. Through arts education (Cooking Samba) and community engagement (Samba in the Streets), Viver Brasil enchants and informs audiences of all age groups with stories, ancient wisdom, and healing memories that emanate from Afro-Brazilian culture. A testament to Viver Brasil's artistry is demonstrated in its ability to attract large and sold-out performances. For example, an audience of 34,000 over a two night period during its August 2016 commission at the Hollywood Bowl, full Ford houses with audiences of 800-1,200 and sold-out performances, 1,800 over a period of four nights, at the Music Centers second annual Moves After Dark series. Audiences and participant groups for arts education and community engagement are typically smaller; 750 participants, for example, in attendance for Viver Brasil's most recent Samba in the Streets workshops at KAOS Network in Leimert Park.

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