

Tuesday, August 1, 2023

Dance New Jersey Seeking Executive Director

Company: Dance New Jersey
Compensation: \$24,000-\$32,000/yr (commensurate with experience)

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SEEKING EXECUTIVE DIRECTOR

The Executive Director shall be chief executive officer of the non-profit dance organization Dance New Jersey. The Executive Director shall report on the organization's and staff's activities, and make recommendations on policy, programs and finances at regularly scheduled meetings of The Board. The Executive Director shall perform all the duties described in the bylaws and present in their job description. The Executive Director reports directly to The Board and is subject to the advice and control of those entities. The Executive Director is responsible for overseeing the organization's administration, programs, and strategic plans. Other essential duties include membership, grant writing, fundraising and development, marketing, and community outreach.

GENERAL RESPONSIBILITIES:

Board Governance: Works with board in order to fulfill the organization mission. Responsible for leading Dance New Jersey in a manner that supports and guides the organization's mission as defined by The Board. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions to fulfill the Organization's mission.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization Responsible for the fiscal integrity of Dance New Jersey, to include submission to The Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the Organization. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position. Responsible for fundraising and developing other resources to include grant writing necessary to support Dance New Jersey's mission.

Organization Mission and Strategy: Works with The Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Responsible for implementation of Dance New Jersey's programs and services that carry out the Organization's mission. Responsible for carrying out the strategic plan to ensure that Dance New Jersey can successfully fulfill its mission into the future. Responsible for the enhancement of Dance New Jersey's image by being active and visible in the community and by working closely with other professional, non-profit and private organizations. Responsible for being the Spokesperson and Advocate for the Organization and the dance community of New Jersey.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the Organization are appropriate. Responsible for effective administration of Dance New Jersey operations - membership, programs, services, community outreach, fundraising. Responsible for the hiring and retention of competent, qualified staff. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the Organization.

QUALIFICATIONS:

A bachelor's degree

Transparent and high integrity leadership to serve as an authoritative voice for dance to the field at large, civic leaders, public officials, and dance funders, among others.

Knowledgeable about dance in the state of NJ

Experience in nonprofit management

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

Strong organizational abilities including planning, delegating, program development and task facilitation

Ability to convey a vision of Dance New Jersey's strategic future to staff, board, volunteers and donors

Deep commitment to the dance world in New Jersey and broadly to lead with an open-mindedness and curiosity to deeply understand the needs of the Organization's membership and dance community.

Knowledge of fundraising strategies and donor relations unique to nonprofit sector

Skills to collaborate with and motivate board members and other volunteers

Strong written and oral communication skills

Leadership ability to oversee and collaborate with staff

Strong public speaking ability

The ability to work independently and unsupervised

COMPENSATION AND START DATE

This is a part-time position. Dance New Jersey hopes to make its decision in August 2023 with the successful candidate in place by August 28, 2023. The search for the Executive Director is led by the Executive Board of Dance New Jersey. Deadline for inquiries is August 16, 2023. Compensation commensurates with experience in the salary range of \$24,000-\$32,000/yr.

HOW TO APPLY

To be considered for this position, you must email a cover letter (no more than 1 ½ pages), a current résumé, and three professional references to search.dancenj@gmail.com. Once all materials have been submitted through email, the applicant will receive a confirmation of their submission via the email address provided in the application. For clarification on any of this information, please email search.dancenj@gmail.com.

Dance New Jersey
<https://www.dancenewjersey.org/>

For more information:
Dance New Jersey
search.dancenj@gmail.com

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