

Tuesday, March 12, 2024

## Hiring for Executive Director of Camille A. Brown & Dancers!

Company: Camille A. Brown & Dancers (CABD, INC.)

Location: New York, NY

Compensation: \$95,000 - \$105,000

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ORGANIZATION: Camille A. Brown & Dancers (CABD, INC.)

POSITION: Executive Director (Full-Time, Exempt)

REPORTS TO: Board of Directors

LOCATION: Remote; may be based anywhere in the U.S., Eastern Time Zone preferred

SALARY RANGE: \$95,000 - \$105,000

TO APPLY: Please send a cover letter, resume, and three (3) references as one PDF to [jobs@camilleabrown.org](mailto:jobs@camilleabrown.org) with "Executive Director" in the subject line by or before April 15.

### BACKGROUND

Founded by prolific choreographer and Artistic Director Camille A. Brown, and incorporated as a nonprofit in 2017, Camille A. Brown & Dancers (CABD) is a Bessie award-winning, NYC-based performing arts organization. Committed to implementing and advancing Camille A. Brown's artistic vision, CABD creates and presents performances, offers dance engagement activities through its Every Body Move program, and investigates historical and contemporary cultural, personal, and social justice issues through the art of dance theater and other performing art mediums. Its mission is to provide a multi-faceted platform for sharing and building an understanding of and appreciation for the African American experience by fostering interaction and dialogue among diverse communities within its NYC hometown, across the country, and globally.

### POSITION SUMMARY

The Executive Director (ED) is a vital member of CABD's three-member Executive Leadership Team, which is led by the Founder & Artistic Director (AD) and includes the Director of Artistic Planning & Producing (DAPP). The ED oversees administrative departments and day-to-day administrative operations, including Finance, Operations, Human Resources, Development, Communications, and Board Governance. The DAPP oversees artistic departments and day-to-day artistic operations, serving as the AD's proxy in this regard. The ED and DAPP partner closely and regularly connect with the AD to advance the organization in an aligned manner.

The ED is responsible for the administrative leadership and skillful management of CABD with a focus on organizational culture, team management, fundraising, and oversight of the operating budget (currently \$1.8M). This position calls for a highly collaborative, organized, and motivated leader who is excited to co-develop and implement a holistic vision for CABD's future, given the organization's recent, notable growth and the opportunity created by the breadth of Camille A. Brown's artistic projects outside of the nonprofit dance world. The ED will be encouraged to build upon CABD's existing foundation, with the freedom to evolve systems, practices, and priorities in partnership with the staff. It's also anticipated that CABD will engage in a strategic planning process in the near future, which the ED will help spearhead.

### RESPONSIBILITIES

#### Strategic Leadership

- Collaborates with the Executive Leadership Team (AD, ED, DAPP) and Board of Directors to identify and achieve organizational goals
- In partnership with the DAPP, centers and advocates for the AD's vision across organizational decision-making, priorities, and practices—both internally and externally
- Serves as the administrative leader on the Executive Leadership Team, with final say and oversight of matters related to the operating budget and all administrative departments and activities
- In partnership with the Board Chair, manages Board relations, meetings, and giving, further advancing Board development, recruitment, onboarding, and active participation
- Engages in weekly meetings with the DAPP and regular meetings with the Executive Leadership Team (including the AD) to uphold communication and aligned leadership
- Helps spearhead an upcoming, anticipated strategic planning process in partnership with the Board, Executive Leadership Team, staff, and an external Consultant

#### Organizational Culture & Human Resources Leadership

- Provides strong, effective, positive, and empathetic leadership for CABD staff
- Promotes a healthy organizational culture where cross-functional collaboration, transparency, and staff contributions are valued
- Models high standards of performance, teamwork, and collegiality, and holds staff responsible for maintaining these standards
- Supervises all budget-related decisions, including those posed by the AD and DAPP

- Supervises and, as needed, recruits an administrative team appropriate for the needs of the organization; currently this team includes three (3) full-time staff (Director of Finance & Operations, Director of Community Engagement & Education, & Development Officer) and three (3) part-time staff (Social Media Coordinator, Community Engagement Program Associate, & Administrative Associate)
- Supports staff in their careers, ensuring that they are provided with regular feedback, opportunities for professional development, and clarity on professional growth at CABD
- Oversees and implements HR activities including approving payroll, coordinating employee benefits, issuing employee contracts, and developing policies and procedures
- Builds upon, formalizes, and streamlines personnel management and HR practices
- Supports the DAPP in the negotiation and development of artistic contracts, as needed

#### Financial & Operational Leadership

- Fiscally manages the organization, developing and leading the annual operating budget and overseeing the annual audit, organizational investments, and cash reserves
- Partners with the Board Finance Committee, and full Board, on organizational financial oversight and monitoring, providing timely updates, reports, and recommendations
- Identifies earned/contributed revenue opportunities and engages staff to advance them
- Codifies operational policies and procedures, evaluating and improving them with the goal of increasing clarity, efficiency, and equity
- Oversees the Community Engagement & Education Program (Every Body Move), advising and facilitating activities as the department needs
- Supports the AD and DAPP with various artistic projects and programs, as needed

#### Development & Communications Leadership

- Leads the efforts to generate contributed revenue (currently ~\$1.3M) by developing, overseeing, and supporting the implementation of the annual fundraising strategy
- Serves as the organization's frontline fundraiser and organizational relationship-builder, soliciting gifts, developing grants, cultivating relationships, and identifying opportunities
- Edits and approves grant proposals, budgets, and reports and, at times, develops these materials independently
- Creates and implements an individual giving and major gifts program above and beyond the annual appeal
- Activates, guides, and prepares the Board as 'friendraisers' and fundraisers
- Partners with the DAPP and staff on cultivation/special event strategy and oversight
- Supervises grant compliance, supporter recognition, gift documentation and acknowledgement, prospect research, and supporter stewardship
- Develops copy for programs, e-newsletters, appeals, invitations, ads, brochures, and other marketing collateral, as needed, and/or edits and approves staff-developed copy
- Partners with the Executive Leadership Team, CABD press agent, and theater PR team on all external announcements, press releases, and pitches

#### IDEAL QUALIFICATIONS

As a Black, female-led organization, CABD is committed to building inclusive teams that reflect the diversity of its work and community. The qualifications denoted below are ideal. Individuals who don't meet 100% of these ideal qualifications, but have transferable skills or experience, are strongly encouraged to apply.

- Ability and willingness to lead within a collaborative leadership environment, working in partnership with the DAPP and centering the vision of the Founder & Artistic Director
- Demonstrated commitment to the complexities of the BIPOC experience, working toward inclusion and shaping an equitable and inspiring work environment
- Experience in and understanding of the nonprofit dance sector; additional performing arts (nonprofit theater, commercial theater, opera, etc.) experience is highly preferred
- Significant nonprofit fundraising experience, from gift strategy to close, across the areas of grants/institutional giving, individual/major giving, and special events
- Experience managing and/or leading Human Resources, with a focus on personnel management and HR equitable practice and policy development
- Executive management experience with significant external and internal responsibilities
- Proven financial acumen at a program/departmental or, ideally, organizational level
- Clear understanding of Board Governance and Board development strategies
- Comfort building and cultivating strong, trusting relationships internally and externally
- Track record of developing teams with collaboration and transparency at the helm
- Experience strategically navigating an organization/department/program through a stage of growth, inflection point, or formal strategic planning process is a plus
- Relevant educational background or equivalent work experience is required; a degree in a relevant field (e.g., business administration, nonprofit management, etc.) is a plus

#### COMPENSATION & BENEFITS

The salary range for this position is \$95,000 - \$105,000, commensurate with experience. Health insurance (medical, dental, and vision) and

generous PTO are offered, including 4 weeks of vacation, 20.5 paid holidays (inclusive of a week-long organization-wide break), 4 personal days/floating holidays, and 5 sick days. CABD has also intentionally made this role a remote position, with select in-person activities expected, to allow for greater flexibility.

#### APPLICATION INSTRUCTIONS

To be considered, please submit your application electronically as one (1) PDF document to [jobs@camilleabrown.org](mailto:jobs@camilleabrown.org) with "Executive Director" in the subject line. Applications are requested by or before Monday, April 15 and will be reviewed in the order received.

Applications should include: a resume, a cover letter highlighting your interest and qualifications, and at least three (3) professional references.

All applications will be treated as confidential, and references will not be contacted without the candidate's advance knowledge and agreement. Incomplete submissions will not be considered nor will submissions that are sent via postal mail, fax, or phone.

*CABD, INC. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ethnic origin, citizenship status, disability, age, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, marital status, veteran status, or any other characteristic protected by law. CABD, INC. is further committed to providing reasonable accommodations for those with disabilities. If accommodations are desired or needed throughout the application and/or hiring process, please contact [jobs@camilleabrown.org](mailto:jobs@camilleabrown.org).*

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Camille A. Brown & Dancers (CABD, INC.)  
New York, NY  
<https://www.camilleabrown.org/>

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For more information:  
Jenny Novac  
[jobs@camilleabrown.org](mailto:jobs@camilleabrown.org)

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