

Friday, February 26, 2016

## Executive Director, Kyle Abraham/Abraham.In.Motion

Company: Kyle Abraham/Abraham.In.Motion

Location: New York, NY

Compensation: Competitive salary + benefits. Full time flexible.

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The Executive Director of Abraham.In.Motion (AIM) provides vision, leadership, motivation, and direction to the Board, staff, volunteers, and donors of the organization. With the Artistic Director, the Executive Director serves as AIM's senior representative and spokesperson to all constituencies, both external and internal. The Executive Director is responsible for the overall management of the organization, to accomplish its day-to-day work and long-range mission. The Executive Director oversees all short- and long-term planning and development.

The Executive Director is responsible for the budget, which currently is approximately \$830,000, as well as an administrative staff of 12 employees. The Executive Director ensures that AIM has healthy and effective relationships with its key partners. The Executive Director is responsible for seeking out programmatic and revenue opportunities for AIM, as well as building new audiences for the works and programs of the company. With the Artistic Director, the Executive Director leads formulation and implementation of all policies, procedures, and programs.

### PRINCIPLE DUTIES & RESPONSIBILITIES

#### Administration & Financial Management

- Develop and maintain sound financial practices, including long-term financial planning.
- Develop an annual plan and budget for Board approval that includes all operations and revenue generating activities, and ensure that the organization operates within approved budget guidelines.
- Oversee the financial operations, ensuring that adequate funds are available to permit the organization to carry out its work.
- Diversify the organization's sources of income, generate unrestricted and discretionary income, and increase earned revenue.
- Supervise Finance Manager to ensure proper maintenance of AIM's financial books.
- Work with Artistic Director and Tour & Production Manager to develop project budgets for each event and area of the business (tours, company, education, outreach, production, fundraising, etc.)
- Manage and coordinate business and operating responsibilities such as renewal of permits, determination of and compliance with insurance requirements, negotiation and monitoring of vendor contracts, staff policies and procedures, and production activities.
- Oversee coordination of annual audits and tax return preparation, and ensure compliance with federal, state and local laws and regulations.
- Oversee development and marketing staff to ensure maintenance of database of audiences, press, presenters, donors, vendors, and other stakeholders.
- Work with Artistic Director and booking agent to secure performance opportunities for the Company.

#### Staff Management & Relations

- Recruit, hire, and facilitate work agreements for all personnel and contractors, and update job descriptions as needed.
- Train, supervise and evaluate administrative staff, facilitate annual evaluations for all artistic and administrative personnel, develop organizational structure, ensure that sound human resource practices are in place.
- Maintain a climate that attracts, keeps, and motivates top quality staff and dancers. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Develop, implement and oversee the application of staff policies and procedures, including the ongoing evaluation of the Employee Handbook.

#### Development

- Lead the organization's fundraising programs, including its annual fund, grant writing, special events, planned giving, and project funding. Lead staff and Board in development activities; maintain strong relationships with the funding community.
- With Development Associate, develop and implement all fundraising activities, including coordination of donor incentive programs and planning and execution of fundraising events.
- Oversee and help maintain foundation, corporate and government grant proposal calendar.
- Work closely with Development Associate to prepare all grant proposals, development budgets, and reports. Lead drafting of major institutional donor proposals.
- Maintain successful relationships with corporations, businesses, individuals and other funding sources.

#### Board Development and Management

- Maintain a strong Board of Directors and work with them to achieve the organization's strategic vision and direction with effective communications. See that the Board and Artistic Director are kept fully informed on the condition of the organization and all important factors

influencing it.

- Develop, manage, and implement Board Committee structure.
- Work in partnership with designee of Board of Directors to cultivate and develop new Board members.
- Serve Ex-officio on Board and on all committees.

#### Dancer Development Program

- Supervise AIM's Dancer Development Program, a program in which key AIM dancers work in administrative capacities to both build their own skill sets and provide core staffing for the organization.
- Work closely with the Artistic Director, Tour & Production Manager, and Company Manager to identify dancer strengths and interests and to pair dancers with appropriate responsibilities.
- Work with Company Manager to manage aspects of DDP workflow, ensuring dancers have reasonable workloads and are meeting performance standards.

#### Marketing & Public Relations

- Supervise the implementation of an overall marketing plan, including public relations and media, in coordination with the Artistic Director and Marketing Assistant.
- Work with presenting partners to expand media exposure for the company.
- Develop and revise organizational language for distribution on website, in press releases, and for funding appeals.
- Negotiate press engagements, and work with Company Manager to facilitate photo shoots and interviews with press.
- Education, Engagement, and Community Partnerships
- Working closely with Artistic Director, lead development and formalization of the company's public programs, including new program development, drafting of program language, and ongoing maintenance of community partnerships.
- Identify, solicit, and work with community partners to expand opportunities for AIM's community-based programming and to develop relationships with outside stakeholders.

To apply, please send a cover letter and resume to [ed@abrahaminmotion.org](mailto:ed@abrahaminmotion.org).

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For more information:  
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