

Wednesday, November 14, 2018

PS21 Executive Director

Company: PS21, Inc.
Location: Chatham, NY

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Alon Koppel

PS21: Performance Spaces for the 21st Century

EXECUTIVE DIRECTOR

Job Opportunity & Description

Background: PS21: Performance Spaces for the 21st Century is a non-profit organization in Chatham, NY bringing the community together through presentations of world-class music, dance, and theater and educational workshops for all ages on its bucolic landscape. Since 2006, performances were held in a temporary saddle-span tent. In April 2018, PS21 inaugurated its new state-of-the-art theater, a facility capable of housing year-round programming.

Position Available: PS21 seeks a dynamic and experienced leader to serve as Executive Director to strategically lead PS21 through this pivotal phase in growth and further advance the mission of the organization.

Responsibilities: The Executive Director works closely with and reports to the President and the Board of Trustees. The Executive Director directs and administers all programs, operations, and policies in addition to supervising a professional staff of five.

Primary areas of responsibility include:

Strategic Planning – develops and implements the organization's strategic plan and annual action plans in conjunction with the staff and board.

Program Development and Management – develops programming goals, and implements programs and services that are consistent with the organization's mission and strategic plan.

Fund Development/Grant Oversight and Fiscal Management – together with the board, develops and manages the fundraising and financial strategies of the organization; develops an annual budget for approval by the Board; oversees the management of all funds, consistent with the organization's accounting system.

Staff Leadership and Management – sets staffing structure and roles; motivates and develops the professional management team; hires, supervises and evaluates staff; coordinates work with the board's committees, volunteers and partner organizations.

Community Relations – acts as the administrative face of PS21; develops effective working relationships within the community, local and state officials, and other key stakeholders.

Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

Experience/Qualifications:

A bachelor's degree and/or advanced degree* in a related field with at least five years management experience in a nonprofit organization, with significant experience in the arts or a related area
Prior experience as executive leadership is a plus

A clear and pleasant manner of communicating with an easy ability to form relationships and connect with people of all walks of life
Proven record as a successful fundraiser and marketer
Strong planning, organizational and analytical skills
Ability to pay attention to detail while maintaining big-picture drive and goals
Ability to encourage collaboration and positively motivate and develop staff, board, and volunteers
Visionary and innovative thinker
Commitment to achieving ambitious goals within limited resources

* Additional experience and demonstrated effectiveness and outstanding leadership abilities may, at the full discretion of the board, be substituted for educational requirement

Compensation: Commensurate with experience.

Anticipated start date: February 1, 2019

Procedure for Applying: Qualified candidates should e-mail a current resume, together with a cover letter indicating interest in the position to Judy Grunberg, Board President, at info@ps21chatham.org.

Deadline for applications is December 17, 2018. For more information about PS21, visit ps21chatham.org.

PS21 is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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[< back](#)

[previous listing](#) • [next listing](#)