

Wednesday, September 9, 2020

Executive Director

Company: CPR - Center for Performance Research

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Location: NY

Compensation: This position is salaried, full time and includes a health care stipend and monthly unlimited MetroCard.



CPR – Center for Performance Research is dedicated to supporting the development of new works in contemporary dance and performance. Curated programs focus on rehearsal and residency support, generating time and space for research and dialogue, and providing public presentation opportunities. Over the last decade, CPR has supported more than 1,700 artists in the development of dance and performance projects, while exposing local audiences to contemporary artistic process through performances and work-in-progress showings, salon style discussions, and symposia.

Located in a 4,000-square-foot mixed-used arts facility in Brooklyn's first L.E.E.D.-certified green building of its kind, CPR provides affordable space for rehearsal and performance, innovative arts programming, education, and pedagogical engagement with the communities of New York City and abroad. CPR addresses the critical need for space in New York City's creative landscape and is committed to building arts infrastructure that nurtures contemporary performance.

Overview & Responsibilities

Manage and develop as appropriate the staff, and the operations, administrative and programmatic activities of CPR, reporting to the board of directors and ensuring that our mission is pursued through the lens of equity, inclusion, and belonging as we aspire to be a diverse, anti-racist organization.

Administration:

Fundraising & Development

Lead cultivation and solicitation of institutional and governmental funders, including opportunity research, proposal development, grants management, and donor stewardship

Develop, implement, and manage individual fundraising efforts, donor outreach plans, and fundraising events

Represent CPR at local and national professional gatherings

Board Relations

Initiate and maintain effective communications with the Board of Directors.

Provide relevant and timely information to the Board, including quarterly reports regarding CPR's financial and operational status, so that it can fulfill its policy and decision-making responsibilities.

Actively assist the Board to identify, cultivate, and recruit candidates for Board service whose skills, experience, diversity, and capacity meet the needs of the organization.

Program Management

Ensure programs are consistent with CPR's mission; develop new programs with CPR's Programs Manager where appropriate

Ensure proper organization and execution of all CPR's presenting programs

In partnership with staff, select and manage curators and artists for CPR's presenting programs

In partnership with staff, manage CPR's Performance Rental Program, including contracting with renters, coordinating communications, ensuring staffing, marketing, and proper execution of all rental performances

Plan and manage CPR's performance calendar

Work collaboratively with CPR's administrative and technical staff to provide exceptional customer service

Marketing

In partnership with staff, develop and manage marketing and branding initiatives including:

Website updates, e-mail newsletters, and social media

Print and other media production, including performance documentation and programs

Press releases and other institutional PR, as needed

Track audience statistics and develop outreach strategies to increase audience

Operations:

Financial Management

Work to grow CPR's earned income base

Develop an annual budget for presentation to and approval by the Board; report regularly on CPR's performance against budget; and recommend revisions to the annual budget as needed.

Work with CPR's outside accountants to prepare its annual audited financial statements, IRS 990, and New York State CHAR500 for review, approval, and signature by the appropriate Board members.

Maintain CPR's books and records and ensure compliance with relevant federal, state, and local rules and regulations.

Manage operational cash flow and ensure effective and prudent use of CPR's financial resources.

Handle Accounts Payable and Accounts Receivable and manage vendor relationships.

Manage CPR's relationship with banks, insurers, and other financial service providers.

Prepare monthly reconciliation reports

Facilities Management

Develop and implement procedures to ensure efficient use of CPR's physical infrastructure, including studio space and technical & AV equipment

Oversee facilities and equipment maintenance, and capital improvements

Human Resource Management

Hire, train and manage CPR staff including but not limited to the Programs Manager, Studio Associate, Operations Associate, Technical Director as well as contract staff, interns and volunteers in roles including technical production, event management, marketing, and other project responsibilities.

Review staff performance

Provide opportunities for professional development and growth

Manage employee payroll and fringe

Qualifications:

College degree required, with advanced degree preferred

Minimum of 2 years demonstrated professional experience in small, fast-paced nonprofit environment

Interest and experience as an administrator in the performing arts

Strong writing/editing skills, with experience writing grant applications and reports

Strong organizational and staff management skills

Ability to manage multiple projects simultaneously with humor and grace

Ability to work some nights and weekends during performance season

Deep, demonstrative commitment to fostering creative community and supporting artists from underrepresented groups

Experience with accounting software such as QuickBooks is required, as is experience with Excel. (CPR uses QuickBooks.)

Strong computer skills (CPR uses MACs) with experience with email management software, WordPress, and social media management tools

CPR is an Equal Opportunity Employer, and does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender, gender identity, sexual orientation, or any other factor. CPR encourages all qualified candidates to apply.

This position is salaried, full time and includes a health care stipend and monthly unlimited MetroCard.

Interested candidates should submit a cover letter and resume to job@cprnyc.org. Applications will be accepted until September 28, 2020 at 12pm. First and second interviews will be held in October, and the selected candidate will begin no later than Monday, November 9, 2020. No phone calls, please.

CPR - Center for Performance Research
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NY, 11211
www.cprnyc.org

For more information:
CPR
job@cprnyc.org

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