

Tuesday, March 21, 2023

Executive Director EMERGE125

Company: EMERGE125
Location: New York, NY
Compensation: \$100,000/year

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Position Profile – Executive Director

The Search

EMERGE125, a Black female-led hub for dance performance, creation, and education, is seeking to fill the new position of Executive Director (ED). It is EMERGE125's intention to identify and hire the successful candidate by July 1, 2023, with full-time employment to commence at a mutually agreed upon date as soon as possible after hiring.

Background

EMERGE125 as an organization that embraces dance performance, dance education, and its work as a catalyst for social change. The organization operates dual homes in Harlem and Lake Placid, New York, serving audiences both locally and around the world. EMERGE125 has established itself as a leader by setting new standards for dancer care; creating innovative, cross-disciplinary collaborations with leading artists; and using movement as a catalyst for community building – expanding the reach, purpose, and impact of the art of dance. The company has expanded its scope and vision to become a truly 21st Century organization: flourishing, growing, and expanding its network and reach outside of the traditional modern dance sphere. From community dance classes to stadiums filled with thousands of spectators, EMERGE125 demonstrates that modern dance can be accessible and relatable to people of all ages and socioeconomic backgrounds. EMERGE125 maintains a robust international presence online with performances, education activities, seminars, and other public programs.

EMERGE125 is engaged in a process of transformation that will significantly heighten its organizational capacity and solidify its future. Creating and filling a full-time Executive Director (ED) position to partner with the Artistic Director (who has until now filled both roles) is the first step in building organizational capacity and sustainability that also includes establishing and staffing a comprehensive fundraising program.

The Opportunity

EMERGE125 will offer the successful candidate the opportunity to form a dynamic partnership with the Artistic Director to lead the organization to a significantly higher level of visibility and accomplishment. The Executive and Artistic Director's leadership during recent years has garnered increasing positive recognition for the high quality of its performance, the breadth and value of its education programs, and the robustness of its commitment to community engagement and social justice. The new Executive Director will team with the Artistic Director to extend these trajectories to reach new audiences, program participants, and communities both physical and virtual.

The successful candidate will encounter engaged Executive and Young Executives Boards of Directors that support the organization with financial resources they both give directly and secure from others, boundless energy and commitment, and unwavering confidence in EMERGE125's mission, vision, and work. The ED will be supported by a small, dedicated staff and consultant specialists.

Responsibilities

The Executive Director (ED) will report directly to the Board of Directors and will partner with The Artistic Director as Co-CEO. The ED will be responsible for executing the strategic direction of the company, as well as managing the key functional areas through direct reports. The Executive Director will serve as EMERGE125's chief administrative/operating officer with significant responsibility for ensuring revenue growth on an annual basis. This executive will have overall responsibility for the organization's day-to-day operations.

Specific responsibilities in key areas follow.

Fundraising

Work closely with the development team to assure effective strategies for identifying, cultivating, soliciting, and stewarding individual and institutional gifts at all levels.
Assure that the organization operates with long-range and diverse funding strategies to support EMERGE125 programming and operations.
Oversee grant writing and management, contract compliance, sponsorships, annual appeals, and special events.

Financial Management, Budgeting, Accountability, and Compliance

Ensure that EMERGE125 is fiscally sound and that the budget supports both near-term intentions and long-term aspirations.
Supervise the work of finance staff and consultants.
With the support of the Board Treasurer and Finance Committee and participation of the Artistic Director, prepare the annual operating budget for Executive Board approval.
Oversee and prepare materials for Finance Committee and Executive Board meetings.

Maintain the growth and replenishment of cash reserves.
Hold responsibility for assuring that required financial documents are submitted to government agencies and donors in a timely manner.
Assure that current and effective human resources policies and procedures are implemented to provide a safe, equitable, and supportive working environment.
Ensure that human resources policies and procedures comply with current applicable government regulations and guidelines.

Board Relations

Maintain effective working relationships between the EMERGE125 Executive Board, the Young Executives Board, and the Executive Director.
Work with board leadership to create and manage Executive Board structures and processes to ensure consonance with governance best practices.
Support the work of the Executive and Governance Committee.

Communications and Engagement

Provide oversight and direction for the organization's communications, branding, marketing, and audience development efforts.
Assure that EMERGE125 engages consistently with its geographic communities and its various communities of affinity.
Hold responsibility for robust, timely, and transparent internal communications.

Partnership with the Artistic Director

Hold responsibility jointly with the Artistic Director for the development and implementation of strategies designed to help EMERGE125 achieve its artistic and financial goals.
Identify and assess all substantive internal and external issues that affect the EMERGE125's operational performance and, in partnership with the Artistic Director, informing the Executive Board as to their impacts on an ongoing basis.
Share with the Artistic Director the role of primary spokesperson and representative to the organization's constituencies.

Leadership Characteristics

The Executive Director will be:

A creative and successful leader with both significant and demonstrable experience in senior leadership/management of complex not-for-profit organizations and strong management skills.
Passionate about the mission of EMERGE125 and the positive impact it has upon the constituencies it serves.
A collaborative and effective partner with the Artistic Director, able to successfully share authority and responsibility while balancing artistic and programmatic objectives with administrative and financial feasibility.

A key strategist who will assist the Artistic Director and Executive Board in maintaining a current strategic plan, developing annual business plans to achieve strategic objectives, and report regularly to the Executive Board regarding ongoing progress in achieving those objectives.

A civic presence, able to cultivate and interact with prospective donors, Executive and Young Executive Board members, and others whose support is vital to the organization.

An innovative thinker with the experience to collaborate with the communications team to develop new approaches to expanding EMERGE125's marketing strategies.

Able to demonstrate past success in creating positive, rewarding work environments in complex performing arts organizations that attract, develop, and hold skilled people.

Able to delegate authority appropriately and effectively.

Experience and Skills

The Executive Director will be an energetic leader with historic success in leading, managing, or directly supporting the executive leadership a professional arts organization. The ED will possess sound business and financial experience, excellent communication skills, and clear collaborative capabilities. The ED will be a strategic thinker with an entrepreneurial instinct that can be utilized proactively in anticipating the organization's future needs and opportunities. The ED will possess the ability to motivate staff, and build consensus among the staff, Executive and Young Executives Boards, and supporters and constituents of the organization.

Candidates must show the personal maturity needed to exercise effective leadership and the ability to develop a constructive partnership with the Artistic Director. The successful candidate will exhibit energy, dedication, and an eagerness to act as a leader in local and national cultural communities.

The Executive Director will:

Possess the skills necessary to develop and manage the annual budget and implement strategies to continuously strengthen EMERGE125's financial position.

Be able to work effectively with the Executive Board, helping to guide its development, set its agenda in cooperation with its Officers, and enable it to fully realize its potential to assist the staff in defining and achieving the organization's short and long-range goals.

Have the experience to develop and implement annual operating plans that incorporate near and long-term strategic goals that meet Executive Board, funder, and constituent expectations.

Augment EMERGE125's base of financial support by helping to facilitate organized cultivation and coordinated development activities and personally participating in EMERGE125's fund raising initiatives when appropriate.

Be able to assist the Executive Board to broaden and deepen EMERGE125's support and reach into potential communities of influence.

Interact comfortably and successfully with all supporters of the organization, including leaders from both the private and public sectors.

Cultivate relationships with various local public agencies and officials to ensure a supportive environment for EMERGE125.

Develop and manage the professional staff to achieve the highest level of productivity in service of the organization's mission and stated strategic goals.

Have the experience to successfully manage, in partnership with the Artistic Director, EMERGE125's growth and financial resources in order to protect its stability and achieve an ongoing balanced budget.

Compensation

The salary for the Executive Director is \$100,000 annually. Employment benefits include medical insurance, paid vacation/personal time, and paid sick leave.

Application Process

Interested candidates should send a resume and cover letter to:

Bill Terry

Organizational Development Consultant

EMERGE125

bterry@terryandassociates.com.

The deadline for receipt of applications is April 14, 2023.

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