

Thursday, May 4, 2017

## Managing Director of Cora Dance/Cora School for Dance

Company: Cora Dance

Compensation: \$40,000-\$44,000 annually, commensurate with experience

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### About Shannon Hummel/Cora Dance

Under the direction of Choreographer and Artistic/Executive Director Shannon Hummel, Cora Dance is a haven for outstanding performance and dance education, placing equal focus on offering the highest quality of artistic programming while creating legitimate, impactful in-roads to those programs and performances for low-income populations. The Cora School for Dance offers 5 days a week of professionally led classes in Ballet, Hip Hop, Improvisation & Composition, Modern, Reggae and other disciplines; support services such as after-school pick-up from local schools, free snack, dancewear and shoes to all students; and 3 levels of pre-professional repertory youth companies for the organizations most advanced and dedicated students. The critically acclaimed professional company, Shannon Hummel/Cora Dance, creates and performs throughout the local Red Hook community as well as across the country, appearing as much in gymnasiums, church basements and parks as on many of the country's finest stages. Cora is a highly respected, deeply engaged fixture both in the local Red Hook community as well as the broader NYC dance community, presenting moving, humanistic yet sophisticated work while using dance as a catalyst for connection and unity.

For more information, please visit [www.coradance.org](http://www.coradance.org).

### Managing Director, Job Description

The organization is currently seeking a full-time Managing Director. The Managing Director reports to the Artistic/Executive Director and the Board of Directors and is responsible for the overall financial and administrative management of the organization. This is a year-round full-time position, with a general schedule of 35 hours per week in house Monday-Friday (some flexibility to start and end time each day). Benefits include six weeks paid vacation annually, health benefits with roughly 50% employer contribution, and monthly commuter benefits. The salary range is \$40,000-\$44,000, commensurate with experience.

#### *Responsibilities of the Position:*

##### Financial Management

Daily Operations: Prepares payroll (through an external provider); reconciles, manages, and tracks/facilitates all income, expenditures and distributions in checking, petty cash, and credit card accounts via Quickbooks Online accounting software; and the like.

Prepares annual budget (with Artistic Director and Board Treasurer) and special project budgets for funding applications.

Prepares regular cash flow forecasts, quarterly financial reports and all other necessary financial and organizational information for the Board of Directors and Artistic Director.

Handles timely payments to all vendors, utilities and the like.

Oversees billing, collection and distribution of all income (student tuition, commissions, earned and un-earned income, ticket sales, etc.)

Manages and prepares all necessary governmental filings and financial recordkeeping (with assistance from external accountants) including preparing Cora's annual financial statements and IRS 990, and oversees the auditors' review.

Directs, manages and oversees all other aspects of financial management as needed.

##### Organizational Management and Human Resources:

Supervises three (3) part-time employees, all contracted artists and consultants, and serves as lead administrator and point person for all non-artistic and administrative issues.

Prepares employment contracts and agreements for staff and consultants.

Stays informed and ensures compliance with all federal, state, and local employment laws and regulations.

Oversees management, recordkeeping and distribution of 1099s, W-2s (with external payroll service) and the like for all staff, faculty, artists and other employees and consultants.

Manages benefits tracking, including Cora's Small Business Marketplace Health Insurance account TransitChek commuter benefits.

Serves as staff liaison to the Board of Directors, preparing agenda (with the Board Secretary and President), attending board meetings, and serving as lead point person for the Board in an effort to keep members properly informed and engaged.

Provides general support to the Artistic Director and other staff in the management of projects and initiatives; performing artists, technical artists, and teaching artists; events; and the like as needed to facilitate the smooth, healthy, responsible functioning and growth of the organization and its programs.

##### Facilities and Systems Management

Oversees management of Cora's premises and any staff engaged in maintaining the premises.

Maintains the relationship with the landlord to ensure any issues or needed repairs that may arise are addressed in a timely fashion.

Secures consultants and services in management of IT resources or other areas of special skill as needed.

##### Development and Fundraising

Attends major fundraising and institutional events and assists in support of these events as needed.

Coordinates with and oversees the work of the Development Consultant on the preparation and submission of a 15-20 grant applications on Cora's year-round grants calendar and correspondence with individual donors. Some grant-writing for existing funding may be required.

Oversees the management and execution of the silent auction for the annual Gala as well as managing inflow and outflow of funds and overseeing all staff hired to coordinate and execute fundraising/development events.

Tracks individual contributors and manages recognition and follow-up with donors.

#### Qualifications

3-5 years of administrative experience in a leadership role, preferably in the non-profit dance and performing arts world.

Experience in managing staff or volunteers and delegating duties.

Significant experience in financial management, including budgeting and cash forecasting, preparing or assisting in the preparation of financial statements and reports, and bookkeeping using QuickBooks. Familiarity with the principles of not-for-profit accounting.

Strong organizational skills in order to institute efficient and scalable processes and improve them over time.

Strong leadership skills and the ability to inspire others to work together and improve their own work and the work of the organization.

Strong computer skills, including QuickBooks, MS Excel and MS Word, and the Google Suite. Experience with databases or fundraising software strongly preferred.

At least a 4-year college degree; specialization in arts management or not-for-profit management preferred.

Enthusiasm for bringing high quality dance experiences to diverse populations, championing engagement in both the professional dance community and areas that historically lack access to professional performing arts.

Experience in development, grant-writing or fundraising, and familiarity with funders (private and local government) in the New York City area a plus.

Candidate must be comfortable working in an intimate, grass-roots, hands-on environment that interfaces regularly with families, children, professional artists, donors and community members. Bilingual a plus.

#### How to Apply

To apply for this position, please send a cover letter, resume, and two to three references to [jobs@coradance.org](mailto:jobs@coradance.org) by Friday, May 31st, 2017.

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Cora Dance  
[www.coradance.org](http://www.coradance.org)

For more information:  
Michelle Grazio  
[jobs@coradance.org](mailto:jobs@coradance.org)

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[< back](#)

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