



POSITION:	Executive Director
STATUS:	Full time; Exempt
REPORTS TO:	Board of Directors
SALARY RANGE:	\$70,000 - \$80,000 annually
BENEFITS:	Medical/Drug, Vision, Dental

The Opportunity:

GroundWorks DanceTheater is seeking an experienced leader to fill the newly created position of Executive Director. The Executive Director will work closely with the founding Executive Artistic Director to provide strategic and operational leadership, by strengthening community and board relationships, fundraising, and management.

This role requires someone who is already familiar with our NE Ohio arts community or someone who has the capacity to successfully connect and engage with this community. The ideal candidate will demonstrate commitment and understanding of our mission and will have the skills to successfully communicate and support that mission. A bachelor's degree with at least 5 years not for profit management experience is required.

This position reports directly to the board, and is a peer to the Artistic Director. This position manages staff who provide administrative and marketing support and educational and community outreach services.

Roles and Responsibilities:

- **Strategic Development and Implementation**
 - Test the viability of the current business plan and establish clear metrics for evaluating progress and impact
 - Lead the Board and staff in identifying and implementing strategic initiatives and programming to excite the next generation of dance patrons and enthusiasts and expand the capacity to support the organization.
 - Uphold the commitment to DEIB across all dimensions of the organization – with staff, performance, education, consultation and vendors as opportunities present.
- **Fundraising Strategy and Implementation**
 - Act as the lead fundraiser, in concert with the Board, including identification, cultivation, and solicitation of gifts for the annual fund, capital campaigns, special projects and events.
 - Create a plan to target needed resources and secure diverse, alternative, and sustainable revenue streams to grow organizational capacity.

- **Staff Management, Operational and Financial Leadership**
 - Develop a comprehensive financial forecast for the organization inclusive of all artistic programming.
 - Address organizational capacity issues and recommend plans for staffing, policies, and systems.
 - Provide comprehensive leadership for all aspects of operations including the creation and establishment of the annual operating budget, media and public relations, programs, staff oversight, education, and special events.
 - Maintain, attract, and lead a diverse, talented team and motivate them to achieve key strategic outcomes consistent with the mission.
 - Manage finances of the organization to generally accepted accounting practices and maintain a strong control environment to protect the assets of the organization.

- **Board and Community Relationship Building**
 - Create partnerships in the community.
 - Build board capacity by helping in the identification and recruitment of new members.
 - Facilitate and model governance best practices through effective communication, participation, and collaboration with the Board.
 - Build strong relationships with diverse audiences, making connections and building diverse cross-sector coalitions to achieve collaborative partnership goals.

To Apply:

Please complete the form at the link below and submit your resume and cover letter. If you have any questions and/or problems, please email info@groundworksdance.org with the subject line "Executive Director". All inquiries will be kept confidential.

https://docs.google.com/forms/d/e/1FAIpQLSf7qiLUpFkJVWpMi-wMU7Vx9FE1LYnuKTUx6wx3ilv9fhGvxg/viewform?usp=sf_link

It is the policy of GroundWorks DanceTheater to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

COVID vaccination (or certified medical exemption) is required as a condition of employment for all staff and artists.

ABOUT GROUNDWORKS DANCETHEATER

GroundWorks DanceTheater, founded by David Shimotakahrara in 1998, is a contemporary dance company located in Northeast Ohio. Now in its 23rd season, GroundWorks DanceTheater is continually pushing the boundaries of what is possible through dance by engaging, educating, and enlivening our community. It is committed to the development and presentation of new choreography and collaborations, as well as presenting unique opportunities for engaging the community through work-in-progress showings, masterclasses, artist talks, and educational outreach to school age children, college students, and senior adults.

Our Mission

GroundWorks DanceTheater creates and presents groundbreaking contemporary dance as a leader in engaging, educating and enlivening communities.

Our Vision

GroundWorks DanceTheater is a vibrant and sustainable organization, nationally recognized for making a unique contribution to the art form and enriching human experiences through the creation of original contemporary dance.

Our Values

GroundWorks DanceTheater is dedicated to:

- Unique, Original, and Innovative Artistry
- Excellence
- Collaboration
- Fiscal Responsibility

GroundWorks DanceTheater has a deep commitment to:

- Risk-Taking
- Creating meaningful and intimate experiences and exchanges
- Building community
- Serving as a regional arts leader

Commitment to Diversity, Equity, Inclusion, and Belonging

GroundWorks DanceTheater, its staff, dancers, and Board of Directors embraces diversity, equity, inclusion, justice, accessibility, and belonging among our employees, students, artists and audiences, on our stages and off. GW upholds a commitment to DEIB across all dimensions of the organization – with staff, performance, education, consultation and vendors as opportunities present.

We acknowledge the inherent biases that contribute and perpetuate structural racism, inequities and incivility among each other, our community, and society. We will listen with open minds and hearts leaning into the important work that needs to be done within ourselves, and our organization to address these biases with intentionality, and promote an inclusive and respectful community.