

**Ballet Arts Foundation
dba Ballet Tucson**

**Position Profile
EXECUTIVE DIRECTOR**

Winter 2024

Job Title: Executive Director
Job Location: Tucson AZ, On-site
Reports to: Board of Directors
Classification: Full-time, exempt
Compensation: \$65,000 - \$75,000 DOE
Three-week paid vacation

About Ballet Tucson: Ballet Tucson (BT) was established in 1986 by Mary Beth Cabana to create a world-class professional ballet company and school in Southern Arizona. In the spring of 2022 Margaret Mullin, a Tucson native, was named Artistic Director alongside Chieko Imada, Ballet Tucson's Associate Artistic Director and Resident Choreographer. BT's professional dancers perform five unique concerts annually which include beloved classics like The Nutcracker in partnership with the Tucson Symphony Orchestra and innovative works by acclaimed choreographers like Justin Peck, George Balanchine and Christopher Wheeldon.

The School of Ballet Tucson (SBT), led by Danielle and Liang Fu, provides the opportunity for students of all ages to receive the highest caliber of dance training from accomplished instructors while developing a deep love for the art form and as a means for greater self-expression. BT is committed to building community around the art of dance through outreach and education initiatives including free pop-up performances, arts education classes in public schools, Ballet Banter lecture series and KidzTix program, which provides free performance tickets to students of Title 1 schools throughout Tucson.

Position Summary: This is a unique opportunity for the right person to make a significant contribution to the growth of Ballet Tucson (BT), an important and respected professional dance company, and the School of Ballet Tucson (SBT), a dance school, both operating together as a non-profit organization.

The Executive Director (ED) is responsible for the overall management and development of (BT) and the (SBT), in collaboration with the Artistic Director of BT and the Director(s) of SBT. This individual, working closely with the Artistic Director and the Board, will help identify and guide the implementation of goals and strategies that ensure BT's and SBT's artistic vitality and financial stability. This will include identifying and cultivating new Board members and organizing the Board's activities in support of effective governance, fundraising, and advocacy.

The Executive Director will actively seek and cultivate strategic partnerships to advance BT's and SBT's position in Tucson and Southern Arizona. The Executive Director will oversee key organizational objectives in three broad areas: Financial and Operations Management, Resource Development and Board Relations.

The Executive Director will maintain a highly visible presence in Tucson and surrounding communities while promoting an atmosphere of open communication and stakeholder engagement.

The Executive Director will be a proven leader, one who can identify the challenges and threats to the success of BT and SBT, and who will also be able to develop solutions and chart the course forward. As a leader s/he will be able to develop a *teachable point of view*¹ to use in assuring that everyone at BT and SBT understands, completely, the path forward and is able to become a leader in their area to accomplish agreed upon goals and strategies.

Financial and Operation's Management – Key Activities

- In collaboration with Artistic Director, Production Manager and Director (SBT) prepare the annual operating budget and present and gain approval of the Board
- In collaboration with accountant (outsourced) prepare an annual cash flow document, review monthly to recommend any necessary course corrections because of missed income goals and or budget overruns
- Process accounts payable and receivable and collaborate with the accountant to assure that general ledger is up to date and accurate
- Oversee accountant in the preparation of monthly financials including balance sheet, P&L and cash flow
- Oversee accountant in management and preparation of payroll with Contempo (outsourced vendor)
- Oversee all banking relationships
- Manage relationships with, and keep current, all insurance vendors
- Oversee accountant and preparer of the Company's 990
- Oversee outsourced firm in the preparation of the annual audit
- Ensure that the Company and School are following all legal and ethical best practices

Resource Development – Key Activities

- Manage and oversee all sources of Company and School revenue development
- In collaboration with staff and board help to develop new earned revenue opportunities
- Develop annually a development plan that responds to contributed income budget
- Develop a compelling case for support for BT and SBT which has elements that relate to individuals, corporations and foundations
- In collaboration with the board of directors develop a prospect list for cultivation and solicitation

¹ The Leadership Engine, Noel M. Tichy and Eli Cohen, Harper Business

- Manage and oversee all contributed income opportunities; board, other individuals, corporations, foundations and events
- In collaboration with development committee and full board motivate and manage the board in its fundraising responsibilities
- A front-line fundraiser, comfortable with peer-to-peer fundraising, direct mail, annual appeals and events
- Oversee administrative assistant and volunteer database coordinator in maintenance of development records, thank you letters and tax reporting
- Develop a stewardship plan that includes several ‘touches’ for each donor

Board Relations and Operations – Key Activities

- Manage the activities of the Board
- Know and understand the corporate By-laws to help Board operate in compliance
- In collaboration with Nominating and Governance committee, help identify, recruit, orient and evaluate Board members
- In collaboration with Board president and artistic director, develop the agenda for Board meetings
- Manage and assist Board members accomplish their responsibilities, including, but not limited to; personal giving, fundraising, committee service, board and committee attendance, fulfillment of ambassadorial role and actively participating in Board and committee discussions
- Provide ongoing educational opportunities for board members to understand all aspects of BT and operations
- Provide staff leadership to executive, nominating and governance and development committees of the Board

Required Skills

- Proven leadership skills and experience
- A deep commitment to and ability to help create an environment that is welcoming to all, with an emphasis on inclusion, diversity, equity and access
- Excellent oral and written communication
- Experience working in an environment with a small staff, ability to manage diverse projects simultaneously and comfortable in a fast-paced workplace
- Computer literacy: Microsoft office suite, Google suite, QuickBooks online, and fundraising software (BT uses Bloomerang)

Education and Experience

- Leadership experience
- Master's Degree preferred, bachelor's or equivalent professional experience accepted
- Three years' experience in a professional performing arts organization or a related not-for-profit arts or cultural organization
- Project management experience
- Experience in development and board relations

To Apply

- Cover letter stating why your skills, experience and interests make you the right person for this opportunity
- Resumé
- Three references

**To: ED Search
Ballet Tucson
200 South Tucson BLVD
Tucson AZ 85716**

Or ED@ballettucson.org

Thank you for your interest in Ballet Tucson and the School of Ballet Tucson. If we would like to meet you, we'll be in touch. Please don't drop into the studio.