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**Executive Director**

**Position Description**

**BACKGROUND ON THE ORGANIZATION**

Rejoice School of Ballet was founded in 2000 in East Nashville to offer access to excellent classical ballet training to students from diverse backgrounds. Each year around 100-150 students are enrolled on an income-based sliding scale to ensure equity and access for all children in Nashville. More than 75 percent of our dancers receive financial assistance for training. All dancers are provided with dance wear, shoes and costumes at no cost.

**Our Mission**: Motivated by Christ’s love, Rejoice School of Ballet empowers youth to realize their potential by training, nurturing and celebrating dancers from diverse racial, socioeconomic and cultural backgrounds.

**SUMMARY**

Rejoice School of Ballet embarks on a search for a new Executive Director for the organization’s next chapter. The Executive Director is responsible for the strategic leadership and management of the organization’s mission and goals, as determined by the Board of Directors.

It is a priority for the Executive Director to become familiar with the organization - its history, priorities, values, issues, revenue generation models, and funding strategies - and establish strong working relationships with the board, staff, volunteers, funders, participants, and the public.

**KEY RESPONSIBILITIES & DUTIES**

The Executive Director responsibilities include:

*Leadership*

* Collaborate with the Board of Directors in developing a vision and strategic plan to guide the organization
* Provide support to the Board
* Activate and effectively manage board committees
* Foster a culture of teamwork and communication between the Board/Executive Director and between the Executive Director/Staff
* Represent the organization in the community in order to develop and leverage partnerships

*Operational Planning and Management*

* Assess an organization that has developed organically; recommend and implement systems and structure to improve operations internally and community engagement externally
* Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
* Oversee the efficient and effective day-to-day operation of the organization
* Review and modify existing and establish new policies, as needed
* Secure adequate facilities to accomplish the mission of Rejoice
* Maintain safe and secure facilities
* Create and execute a capital improvement plan

*Program Planning and Management*

* Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
* Oversee the planning, implementation and evaluation of the organization's programs and services and modify as necessary

*Human Resources Planning and Management*

* Provides leadership and motivation to Rejoice staff.
* Determine staffing requirements for effective organizational management and program delivery
* Oversee the implementation of the human resources policies and procedures, including the development of job descriptions for all staff
* Establish a positive, healthy and safe work environment in accordance with all laws and regulations
* Recruit, hire and retain staff whose skills and experience meet the organization’s needs and align with its values
* Ensure that all staff receives appropriate training to perform their assigned duties, as outlined in their job descriptions
* Monitor staff performance, coach and mentor staff as needed to improve performance, and conduct annual performance reviews
* Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained

*Financial Management and Fundraising*

* Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
* Work with staff and the Board to secure adequate funding for operations
* Ensure that sound financial practices are established and followed
* Manage organization finances according to the approved budget; Monitor monthly cash flow, income and expenses of the organization
* Provide the Board with comprehensive, regular financial reports
* Evaluate fundraising efforts to date; develop and lead a fundraising strategy and framework appropriate for Rejoice’s activities and short and long-term visions
* Engage in activities to ensure annual revenue goals are met or exceeded
* Steward existing funding sources and cultivate new ones
* Evaluate and maximize existing and/or new earned income opportunities

*External Relations*

* Engage with stakeholders about the work of the organization
* Establish collaborative relationships with individuals and organizations whose missions align
* Provide leadership for the public relations, communication and marketing efforts of the organization
* Determine and manage volunteer roles to effectively serve the organization
* Take a leadership role in the arts community

*Risk Management*

* Identify and address risks to the organization's constituents and facilities
* Ensure that the organization carries all required and adequate insurance coverage and maintains appropriate risk management policies
* Develop a crisis communication plan and deploy, as needed

**QUALIFICATIONS & REQUIREMENTS:**

The Executive Director will have:

* Previous management and operational experience at the executive/management level; Non-profit experience and knowledge of classical ballet and dance a plus
* Proven entrepreneurial spirit with a “roll up your sleeves” mentality to achieving results
* Creativity, innovation and ability to develop new and unique approaches
* Strong interpersonal and leadership skills, including the ability to inspire, collaborate, tactfully negotiate, compromise, and take initiative
* Solid administrative skills; an ability to focus, plan, prioritize and follow through; an ability to think strategically, conceptualize, and analyze projects critically
* Enthusiasm for and achievement in fundraising; excellent communication skills
* Ability to understand and address technological needs of the organization
* Excellent judgement and the decisiveness and resourcefulness to anticipate and respond to opportunities; effective under pressure and able to handle constant multi-tasking
* High integrity; an enthusiasm and tenacity to make things happen; a connection to the mission
* Thorough understanding of financial principles & procedures
* Experience working with and developing a diverse board of directors

Ideal Candidate Attributes:

* Strives for excellence
* Has experience executing and exceeding goals; Thrives on celebrating successes
* Excellent time manager, able to zero in on priorities
* People-oriented, taking initiative to strengthen existing relationships and forge new ones
* Influences people strategically, responding appropriately to and taking the time to understand the needs of each stakeholder
* Makes people feel good about their involvement with Rejoice and your excitement is contagious
* Knack for storytelling that helps the public better understand the mission of Rejoice and the individuals we serve

**THE LOGISTICS**

**Reports to:** Board of Directors

**Status:** Full-time; Exempt

**Salary Range:** $45,000 - $50,000 (Based on experience and salary history) Plus potential bonuses tied to fundraising

**Benefits:** Monthly stipend: cell phone, health insurance and retirement

**Supervises:** All staff and volunteers

**Start Date:** Oct 1, 2021

To apply, please submit the following application materials [tthatcher@rejoiceballet.com](mailto:tthatcher@rejoiceballet.com) by **Sept. 7, 2021.**

* Resume
* Cover letter detailing why you are interested in this position and how your specific skills/experiences would help uplift and strengthen the mission of the Rejoice School of Ballet