

Executive Director - Barrington Dance Ensemble

The Barrington Dance Ensemble (BDE) is a vital, non-profit 501(c)(3) organization founded in 1989, committed to a dance experience that enriches the lives of its audience. This grassroots organization has become a local standard bearer for the arts. BDE presents major classical ballets, including an annual Nutcracker ballet and a performance each spring, melding professional dancers with student performers. The BDE company is a group of gifted dance class students (11-18 years of age) who audition, and once chosen, undertake a rigorous training program, as well as roles in BDE productions and community outreach. BDE is guided by an Executive Board of Directors and Advisory Board, each with professional backgrounds in dance and theater, business development, and fundraising; and enhanced by an Artistic Advisory Board of professional dancers, choreographers and directors, as well as a Parent Auxiliary Board.

Barrington Dance Ensemble's mission is to engage and inspire the community by providing cultural enrichment through exceptional dance education, performance, and scholarship.

BDE is seeking an experienced Executive Director who is passionate about our mission, to oversee all operations, functions and activities. The ideal Executive Director is an influential manager with ability to lead and motivate the organization's staff and parent volunteer group, and work closely with the board of directors. They have great communication skills and manage the organization's operations, both day-to-day and long range.

Responsibilities

- Promote and support the organization's mission
- Collaborate with the board of directors in the creation and completion of project plans and timelines for the attainment of goals and objectives
- Motivate staff, board members, and parent volunteers to go above and beyond in their support of the organization
- Direct and oversee fundraising efforts including an annual Gala fundraising event and other fundraising events throughout the year
- Act as an advocate for our organization in ways that strengthen its profile in the community
- Develop and maintain relations with individual and corporate donors
- Review reports to acquire understanding of the organization's financial and non-financial position, work closely with our bookkeeper
- Research grant opportunities and draft grant proposals
- Implement remedial actions for any identified challenges/issues and conduct crisis management when necessary

Skills/Qualifications

- Proven leadership experience as an executive director or in other managerial position
- Experience in developing strategies, plans, and timelines for completion

- Comfortable using computer software including Microsoft Office (Word, Excel, Publisher), donor management database, email marketing software
- Ability to apply successful fundraising and networking techniques and to continue to educate oneself on best practices
- Ability to understand not for profit corporate finance and corporate governance
- Strong problem solving skills
- Excellent communication (oral and written) and public speaking skills
- Bachelor's degree preferred

Job Type: Part-time, 20-30 hours/week

Salary: salary commensurate with experience

Application Instructions

Please email cover letter and resume to barringtondance1@gmail.com

BDE is an equal opportunity employer.