



POSITION: Managing Director at Dancewave

REPORTS TO: Executive Director (ED)

HOURS: FT position onsite at Dancewave office (45 4th Avenue, Brooklyn); must be available on select evenings and weekends for fundraising/cultivation events and performances

ORGANIZATIONAL BACKGROUND: Dancewave is the dance education non-profit organization located in Park Slope/Gowanus that provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members. Dancewave reaches over 5,000 youth per year through School at Dancewave classes, pre-professional companies and ensembles, D-Wave in Motion arts-in-education programming, and city-wide outreach events.

JOB DESCRIPTION:

Dancewave seeks a talented and ambitious Managing Director who will work alongside the Executive Director to lead the organization as we take Dancewave to the next level. Building on years of tremendous organizational and programmatic growth and success, Dancewave's first capital project is well underway and will open to the public in 2019. The new Dancewave Center will be a nexus in the community expanding our reach. The ideal candidate will play a leadership role in elevating Dancewave to prominence in Brooklyn's cultural landscape and will oversee strategy and operations, including financial management, human resources, employee management, and fundraising. The candidate will cultivate relationships with corporate and community organizations. The Managing Director will need to be comfortable with new projects and learning on the job. This opportunity has great growth potential.

RESPONSIBILITIES:

Financial Management:

- Work with the Executive Director and Board of Directors to develop an annual budget
- Monitor budget performance, including forecasting and cash flow projections
- Manage monthly financial reporting, maintenance of the accounting systems, and audit
- Set and track budgetary priorities and financial goals for each department
- Serve as the primary liaison to Dancewave's off-site bookkeeper

Operations:

- Provide day-to-day leadership and administrative management, including overseeing progress of programmatic, fundraising, and budgetary goals
- Work with ED and Board to create a plan that prepares Dancewave to move in 2019
- Manage human resource functions including hiring, payroll, tracking vacation and other policies
- Execute bi-annual staff retreats focused on strengthening teamwork and professional development
- Serve as an advocate for an inclusive and collaborative workplace



Fundraising:

- With the support of the Development Assistant, create and execute short and long-term development plans (both organizational development plans and capital campaign plans)
- Identify and cultivate donors including individual, foundation, and corporate relationships
- Oversee fundraising activities, such as the annual gala, annual appeals, donor cultivation events, gift acknowledgement, donor communication, and database management
- Serve with the Executive Director, as the primary staff liaison to an engaged Board
- Coordinate quarterly Board reports on development, operations and capital project

Advocacy:

- Implement and support strategy for Dancewave's Social Justice Working Group
- Build and strengthen relationships between Dancewave and local organizations, including government agencies and advocacy groups, local businesses and arts organizations
- Serve, with the Executive Director, as the public face of Dancewave

KNOWLEDGE, SKILLS AND ABILITIES:

- Masters Degree in arts administration, public administration, nonprofit management, or other related field is preferable, but not required
- Experience working within non-profits, gradually taking on larger responsibilities
- Passion for youth development, the arts (particularly dance), and access to empowering opportunities for all
- Strong financial and people management skills
- Experience implementing fundraising campaigns and identifying new sources of income
- Ability to speak and write persuasively
- Familiarity with MS Office, Google Docs, QuickBooks, and Salesforce

TO APPLY:

Please send a resume, cover letter, a brief writing sample, and three references to jobs@dancewave.org with subject line Managing Director. NO PHONE CALLS PLEASE.

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.