



**POSITION:** Executive Director

**ANNUAL SALARY:** Exempt

**STATUS:** NON-VARIABLE-requiring hours of service that would average at least 40 hours of service per week (Full Time), may require more depending on the organization's needs, but typically requires 40+ hours of service per week.

**SCHEDULE:** Monday-Friday (Exempt: 40+ hours a week); frequent evenings and some weekends required.

**MISSION STATEMENT:** Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration.

**CORE VALUES:** Commitment, Professionalism, Knowledge, Respect, Excellence, Confidence, Discipline

**JOB SUMMARY:** Springfield Ballet's Executive Director (ED) must possess visionary leadership and problem-solving skills to grow the organization. The ED oversees all day-to-day operations including, but not limited to, fundraising, development, marketing, communications, and administrative activities of Springfield Ballet. The ED will demonstrate a passion for Springfield Ballet with the ability to be successful in a fast-paced, high energy, dynamic organization. Successful individuals should be highly-organized and possess strong verbal and written communication skills.

**REPORTING RELATIONSHIPS:** The Executive Director reports directly to the Springfield Ballet Board of Directors (SBBOD). The Executive Director will directly supervise other administrative employees, and work closely with artistic leadership that also reports directly to the SBBOD.

**EXPERIENCE:** Requires a minimum of 3 years experience in non-profit management and/or development, or comparable industry. While the ED is not required to have a background related to dance, dance and/or arts experience is preferred. Absent this experience, they should have or be willing to develop an appreciation for the art form.

**EDUCATION:** A minimum of a Bachelor's Degree is required relevant to the job position.

**TECHNICAL SKILLS:** Strong knowledge of QuickBooks and Microsoft Office programs including Word, Excel, and Outlook. Ability to learn and operate dance software (currently Jackrabbit

Class) and Customer Relationship Software (Salesforce). Additional knowledge of Wordpress (or similar) and the Adobe Creative Suite helpful but not essential. Ability to learn and use AI as an administrative tool is also preferred.

**WORK ENVIRONMENT:** Must be willing and able to lead transformative change in a dynamic work environment, while managing relationships with multiple groups of stakeholders and overseeing multiple projects simultaneously.

**SPECIFIC JOB DUTIES/EXPECTATIONS/ESSENTIAL FUNCTIONS:**

- Adhere to mission, vision, and values of Springfield Ballet.
- Adhere to all policies and procedures of Springfield Ballet as set forth by the SBBOD.
- **Board Management:** Work in partnership with the SBBOD to actively engage and energize all Board members and foster the Board's ability to leverage their talents and experiences to the short and long term benefit of the organization.
- **Strategic Planning:** Develop and execute short and long-term strategic plans, alongside the Artistic Director(s), for growing the organization.
- **Community Relations:** Cultivate and strengthen new and existing community relationships, collaborations and partnerships in order to maximize efficient and effective use of community resources, enhance reputation and visibility, and strengthen Springfield Ballet's position as a premier organization. Serve as the external face of the organization, representing Springfield Ballet on committees and at networking events.
- **Event Planning:** Oversee all business aspects of executing successful special events for Springfield Ballet including, but not limited to, adhering to a budget, negotiating contracts, promoting sales, securing sponsorships, and arranging other logistical aspects to ensure profitability.
- **Marketing:** Manage annual marketing and communications plan to promote the organization to target markets. Work closely with contracted marketing firm and creative team to execute messaging.
- **Fundraising:** Oversee all fund development activities including, but not limited to: Ballet Partners annual campaign, capital campaigns, season program sponsorship sales, grant-writing, cultivating new donor relationships and stewardship of existing donors.
- **Financial Responsibility:** Oversee the financial health of the organization to ensure that earned and contributed income meets annual budget projections and that expenses are managed appropriately. Develop and implement fiscal year budget. Act as authorized signing official for all Springfield Ballet business transactions; deliver weekly deposits to appropriate

bank; collect on past due customer accounts and take legal action when necessary; financial analyzing and reporting.

- **Human Resources:** Execute Human Resources responsibilities for new, current and exiting employees including, but not limited to, coordinating new hire paperwork, performing required steps per applicable laws (e-Verify and FCSR background screening), approve bi-monthly payroll, investigate grievances received and coordinate actions with applicable Board member/s, execute Yearly Payroll Audit.
- **Policies & Procedures:** oversee and confirm current organizational policies are being followed; review, develop, and implement new policies and procedures that meet organizational needs and requirements.
- **Productions:** work cohesively with Artistic Director(s) regarding business aspects of productions – negotiate contracts and payments with vendors, present the curtain speech for each performance, analyze ticket sales reports, season program development, marketing materials including media coordination, sets/displays/props storage needs, end-of-season survey reporting.
- **Technological Responsibilities:** oversee technological and connectivity needs of organization to ensure what is being used by staff and faculty is up-to-date, efficient, and best to meet needs.
- **Outreach:** oversee Memorandum of Understanding regarding Dance Chance – maintain yearly agreement, collect data per semester and use as needed for promoting organization in community.
- Other duties as necessary and/or as assigned.

#### **MARGINAL FUNCTIONS**

- Pay bills, process payroll to send to contracted CPA firm, and deliver deposits to the bank.
- Production volunteer coordination.
- **Event Planning:** adhere to a budget and arrange other logistical aspects to ensure success.

#### **OTHER PHYSICAL AND/OR SPECIAL REQUIREMENTS:**

- Working on computer for long periods of time.
- Sitting for long periods of time.
- Some car travel required (to events, run errands, etc.).
- Must be able to lift up to 50 lbs. when moving boxes and supplies for special events.

*A job description does not list the entire job duties a supervisor or manager may occasionally ask an employee to perform. An employee's evaluation is based, in part, upon their performance of*

*tasks listed and other duties that may be assigned. Management reserves the right to revise the job description from time to time. This job description is not a contract of employment, and either the employee or the employer may terminate the job at any time for any reason. Individual will be required to perform the essential functions of this position, with or without reasonable accommodation.*