

Executive Director Search | Job Description

The Position

This is a unique opportunity for the right person to make a significant contribution to the growth of an important and respected arts education organization.

The Executive Director is responsible for the overall management and development of the organization. This individual, working closely with the Artistic Director and the Board, will identify and guide the implementation of goals and strategies that ensure CCD'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 oversee the organizational objectives by each department, including fundraising, financial management, marketing, and operations.

The Executive Director will maintain a highly visible presence in Broomfield/Denver, CO and surrounding communities while promoting an atmosphere of open communication and stakeholder engagement.

Who We're Looking For

Reporting directly to the Board of Directors, the Executive Director will work alongside CCD Artistic Director Julia Wilkinson Manley in leading the professional staff to deliver superior programs and achieve the long-term goals of the organization.

CCD's Executive Director will be resourceful, driven by practical results and by the return on investment of time, talent, energy, and resources. Receptive to new ideas and opportunities for learning and growth, the Executive Director will be collaborative and have a competitive drive for excellence. Socially engaged and people-oriented, the Executive Director will maintain an ongoing community presence, exude confidence, and have boundless energy to deliver superior programs and services. This individual will maintain the highest ethical standards and serve as a model of integrity throughout the region.

Other key competencies include the following:

- **Leadership and Decision Making** – A results-oriented and self-directed entrepreneur with the ability to create and implement fundraising, marketing, and operating plans.
- **Project Management and Personal Accountability** – A conceptual, strategic, and practical thinker who possesses a solid understanding of the factors that contribute to organizational success and community impact for an arts education organization operating in a competitive arts and culture market.
- **Interpersonal Skills and Customer/Donor Focus** – An individual with strong interpersonal and communication skills who can articulate CCD's vision and priorities and mobilize the board, staff and volunteers in securing the necessary contributed and earned revenue necessary to fuel continued growth.

Roles and Responsibilities

Program and Strategic Planning

- Develop and oversee implementation of organizational and fundraising plans with short- and long-range goals that meet CCD's mission, vision, and funding objectives.
- Devise and execute a comprehensive program strategy to build and expand audiences, build our student pipeline, and increase funding bases.
- Identify and develop strategic partnerships with local, regional, and national organizations, as needed.

- Build a strategy for rental of CCD spaces that maintains an overall vision for quality programs and positively reflect CCD's brand, while increasing revenue.
- Effectively and efficiently utilize physical and human resources with the staff.

Revenue Enhancement and Community Engagement

- In collaboration with the Board and Artistic Director, identify ways to:
 - Increase contributed and earned revenue opportunities for CCD;
 - Identify and implement the most effective donor stewardship and cultivation methods;
 - Devise appropriate marketing and public relations strategies to effectively disseminate information regarding CCD presentations and educational activities; and
 - Identify and craft grant proposals for various foundations and organizations, and ensure that awarded grants are used according to their terms and conditions. Report to funding entities about use of funds to ensure ability to apply for future grants.
- Actively seek out and initiate contacts with potential donors, including individuals, foundations, and corporate partners, and develop, cultivate, and maintain relationships to advance CCD's mission.
- Serve as a primary spokesperson to the media and community.
- Establish and maintain effective working relationships with the political and social leaders of the Greater Denver Metro area.

Governance and Financial Management

- Provide support to best utilize the talents and resources of the Board, stimulate involvement, and recruit new members.
- Work closely with the Board to ensure strong fiscal health of the organization.
- Develop effective methods with the Chair and the Board to identify, cultivate, and recruit prospective CCD Board members.
- Educate, engage, and celebrate Board members and their successes.
- Assist the Board in developing and implementing their goals and objectives.
- Design a comprehensive capital and operating budget with other members of the leadership team, for approval by the Board, and provide timely reports on its progress.
- Ensure that all activities in CCD meet contractual agreements and are consistent with CCD's mission.
- Revise human resources policies with Board committees, including practices and procedures, and ensure that they comply with state and federal laws and regulations.
- Directly supervise and assess senior staff and other administrative support.

Qualifications

The position requires an established record of successful nonprofit management in the performing arts, or similar organizations, with demonstrated results in achieving successful fundraising and institutional advancement efforts. Candidates must have experience planning, designing, and implementing effective programming, marketing, and fundraising efforts. A demonstrated track record working with a Board of Directors to generate financial support, cultivate community relationships, and appropriately govern the institution is necessary. Bachelor's degree is required and graduate degree or equivalent experience in business, arts administration, or a related field is highly desirable.

Compensation and Benefits

Competitive salary, paid vacation, and modest health insurance stipend.

Some assistance with moving costs, free dance classes, and the quality of life associated with living in beautiful Colorado.

Applications and Inquiries

Please submit cover letter, résumé and three references to careers@ccdance.org by May 22, 2018.

About CCD

CCD makes lives better through dance.

Now primed for growth, Colorado Conservatory of Dance (CCD) has been a leader in arts education for 25 years. Since 1992 CCD has provided quality dance education and outreach to North Metro Denver schools. Under the guidance of Julia Wilkinson Manley since 2002, the conservatory has developed a reputation for its highly professional and nurturing environment for pre-school through adult students.

Colorado Conservatory of Dance serves a broad spectrum of youth and adults regardless of age, ability, aspiration, or socio-economic status, and provides nearly \$90,000 in scholarships and financial aid each year for students who would otherwise not be able to participate in dance education.

CCD provides its students with high-quality performance experiences, including an annual production of *The Nutcracker*, which brings students together with professional dancers. CCD's Studio Company gives upper level students a pre-professional company experience that includes community education performances and culminates in an annual production at the end of each school year. Additionally, CCD provides a summer dance program, which attracts students from across the nation.

The Colorado Conservatory of Dance's Title 1 Elementary Partnerships bring yearlong arts experiences to more than 3,000 students in six public schools in high-need neighborhoods. More than 92% of the students in these schools fall below the federal poverty line, and many are classified as homeless. CCD's two-year residencies help these students gain confidence through an in-depth process that merges dance with each school's specific curricular priorities. Because many of these students speak English as a second language, through movement, they are better able to understand many complex concepts essential to their academic success.

In 2006, CCD partnered with Creating Caring Communities to jointly build a dance-based initiative to help reduce bullying in schools. The first installment, known as *The Ugly Duckling Anti-Bullying Program*, received consistently positive reviews. Based on this success, CCD has now performed anti-bullying ballets for over 30,000 elementary students.

CCD students regularly win top honors at area ballet competitions and gain entry into some of the nation's most respected college dance programs. CCD alumnae have gone on to dance with Atlanta Ballet, Ballet Arizona, Ballet Met, Ballet Nebraska, Ballet West, Boston Ballet, Colorado Ballet, Dissonance Dance Theater, Houston Ballet, Orlando Ballet, Pittsburgh Ballet Theatre, Verb Ballets, Washington Ballet, and others.

In addition to CCD's Artistic Director, Julia Wilkinson Manley, CCD currently has two managerial-level part-time employees, four part-time administrative employees, and 16 part-time faculty members. We currently have 397 active students, which includes over 100 adult students.