Executive Director
Spectrum Dance Theater, Seattle, WA

Spectrum Dance Theater (SDT) seeks a highly motivated, dynamic individual with proven leadership, management, marketing and fundraising skills to play a central role in the continued growth and transformation of a vibrant and highly regarded contemporary dance organization.

As applicant, you take pride in your work, are active in the community, enjoy developing and fostering trusted relationships and can relate to a variety of constituencies. You can see and adopt a shared vision, and inspire and collaborate with others to achieve it. You are able to balance day-to-day operational and administrative tasks while undertaking projects and managing complex events.

As Executive Director:

- You will report to the Board of Directors through the President.
- You will provide direction and leadership towards the achievement of the organization’s mission, artistic vision, strategy and its annual goals and objectives.
- With the President, you will enable the Board to fulfill its governance function.

Leadership & Teamwork

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors, Artistic Director and staff, and carry out plans and policies authorized by the board.
- In collaboration with the Board President, plan the annual schedule of Board meetings, agendas, and sites and prepare all associated materials.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Foster effective teamwork between the Board and Executive Director and Artistic Director and other staff.
- Represent the organization at community events to enhance the organization’s community profile.
Financial Management

- Prepare annual budget and cash flow in collaboration with Artistic Director, School Director and Board; see that the organization operates within budget guidelines.
- Administer the funds of the organization according to the approved budget and monitor accounting procedures for accuracy and compliance with taxation and withholding payments. Maintain an ongoing cash flow analysis with Finance Committee.
- Provide the Board with monthly reports on revenues and expenditures and cash flow predictions.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Operations and Program Management

- Oversee and delegate the day-to-day operations of school, studio and company.
- Hold weekly staff meeting for the planning, implementation and evaluation of the organization programs and services.
- Ensure that the programs and services offered by the organization contribute to its mission and reflect the priorities of the Board.

Administration and Contract Management

- Be responsible for the recruitment, employment, and release of all administrative positions
- Develop, maintain and update all employees’ contracts including addendums.
- Oversee the hiring of all contractors, negotiate compensation and deliver contracts
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Manage the human resources of the organization according to authorized personnel policies and procedures
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

Fund Development

- Oversee fundraising planning and implementation, including identifying resources requirements, researching funding sources, and establishing strategies to approach funders.
- Collaborate with the organization’s Fund development Committee and staff on all fundraising campaign and strategies.
- Oversee the development of an annual fundraising plan and cultivate individual donors.
- Write and submit grant proposals and seek out corporate sponsorships.
- Administer grant records and documentation.
- Support Gala and/or Special Event Chairs in ensuring successful fundraising events.

**Communications**

- Inform the Board on the condition of the organization and all important factors influencing it.
- Publicize and market the activities of the organization, its programs and goals.
- Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Establish and maintain good working relationships and collaborative arrangements with community partners, funders, and other organizations.

**Marketing**

- Work with marketing staff and Board in developing Marketing Plan.
- Work with marketing staff in developing, executing and evaluating all marketing and promotional strategies.
- Oversee and delegate design and printing of all materials.

**QUALIFICATIONS**

- At least 2 years of experience in executive leadership position, preferably in the not-for-profit
- Excellent verbal and communication skills
- Demonstrated strong grant writing skills; a knowledge of the local arts philanthropic community preferred
- Experience in arts programming preferred
- Strong financial management skills
- Skill with working with an Artistic Director and Board of Directors, managing staff, performing artists and volunteers
- Ability to lead, inspire and manage a small and efficient staff
- Knowledge about dance and Spectrum’s mission a plus
SALARY AND BENEFIT

- Full-time position (40 hours minimum)
- Salary commensurate with candidate’s qualifications and experience
- Three-week paid vacation after 12-month in position, six days paid vacation, 7 personal days annually
- Free dance classes for individual and immediate family

**Spectrum Dance Theater** was founded in 1982, and brings dance of the highest merit to a diverse audience composed of people from different social, cultural, ethnic and economic backgrounds. Three organizational components comprise SDT: the professional company producing contemporary dance of global caliber; the school providing expert dance instruction in diverse forms to all; and outreach programs educating the community about dance as a dance form and as a social and civic instrument. Its home is in the Madrona Dance Studio on the shore of Lake Washington.

Under Artistic Director Donald Byrd’s visionary leadership since 2002, SDT has embarked on an exhilarating transformation that has attracted world-class dancers, and produced some of the most engaging and thought-provoking works in contemporary dance. SDT has toured both nationally and internationally, generating recognition and praise for its works.

Reporting to the SDT Board of Directors, the Executive Director partners closely with the Artistic Director to plan, grow and manage Spectrum under the guidance of the SDT mission, vision and core values and within the overall artistic direction approved by the Board of Directors.

APPLICATION SUBMISSION PROCEDURE

Please send electronically: resume, cover letter and at least three recent references to Search@spectrumdance.org. No phone calls please. Application open until position is filled.

Spectrum Dance Theater is an equal opportunity employer and seeks workplace diversity with respect to race, ethnicity, gender, age, and sexual orientation. Spectrum Dance Theater is a 501(3)(c) organization.