

Rockford Dance Company and School

EXECUTIVE DIRECTOR SEARCH ANNOUNCEMENT

The Rockford Dance Company (RDC) is seeking a qualified professional to serve as Executive Director of this unique dance education and performance organization.

The Company:

Rockford Dance Company, a 501(c)(3) organization, has been providing excellence in the art of dance education and performance since 1973 by offering:

- A pre-professional civic dance company
- A dance school dedicated to classes for all ages: ballet, modern, jazz, tap, hip hop, Barre-Vite, conditioning, and more.
- Outreach performances in partnership with other arts organizations
- Classes for special needs populations in the community

Desired Qualifications:

- Passion for arts and culture education
- Leadership experience in non-profit administration, including fundraising and strategic planning
- Bachelor's degree in related field or equivalent

The Location:

Rockford Dance Company is located in the Riverfront Museum Park which also includes the Rockford Symphony offices, the Rockford Art Museum, and the Discovery Center.

The RDC suite includes administrative offices, five dance studios, a 100X40 square foot costume shop/prop room and a parent viewing area.

More information about Rockford, IL and surrounding area can be found on the following websites:

- City of Rockford. rockfordil.gov
- Rockford Area Arts Council. artsforeveryone.com
- Rockford Area Convention and Visitors Bureau. www.gorockford.com
- Rockford is currently listed as the country's #1 downtown revival
<https://www.bobvila.com/slideshow/16-american-downtowns-that-are-making-a-comeback-53264>

Application:

The Executive Director job description can be found on the Rockford Dance Company website rockforddancecompany.com

Send cover letter and resume including education/employment experiences and references to

vanessa@rockforddancecompany.com

RDC is an equal opportunity employer

ROCKFORD DANCE COMPANY

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

QUALIFICATIONS

The Executive Director:

- Preferred background in non-profit administration
- 3-5 years administrative experience
- Bachelor's degree in related field (dance/performance or administration)
- Experience in fund development, community relations, programming, marketing, strategic planning, and grant writing
- Experience with budget preparation and management
- Excellent communication skills
- Proficiency in office software programs (QuickBooks, Word, Power Point)

JOB SUMMARY

The Executive Director is responsible for the overall business management and administration of the Rockford Dance Company. The Executive Director reports to the Board of Directors.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

1. Responsible for the fiscal oversight of the annual operating and production budgets in collaboration with the Finance Committee of the Board of Directors.
2. Responsible for payroll, bill payment, liability and health insurance management, and bank reconciliation. Ensure compliance with state and federal regulatory agencies. Provide accurate data for audits.
3. Responsible for the day-to-day operations of the company, school and outreach programs. Provide leadership in the resolution of parent or faculty issues in collaboration with appropriate RDC staff.
4. Provide leadership in collaboration with faculty and staff to develop recruitment and retention strategies for the school. Review pricing structure to ensure robust revenue stream.
5. Negotiate contracts for independent contractors as well as for performance venues ensuring that all space, rehearsal and tech needs are met; coordinate ticket sales and box office functions both online and on-site.
6. Develop performance budgets and goals ensuring the RDC productions are fiscally sound.
7. Responsible for fundraising activities, including grant writing, special events, and the solicitation of donations from individuals, foundations and corporations. Develop and track proposals and reports of all fundraising activities.
8. Responsible for RDC website content ensuring consistent messaging across all RDC social media platforms; responsible for marketing RDC productions.
9. Nurture the relationships with active volunteers and major sponsors and donors. Create and execute a strategy for building and sustaining a base of volunteers and donors.
10. Advise the Board on the formulation, review and evaluation of policies.
11. Carry out the mission and policies as directed by the Board of Directors.

12. Attend Board meetings and committee meetings. Represent RDC on Riverfront Museum Park Board. Serve as RDC ambassador for purposes of fundraising, solicitations, interviews and community events.
13. Responsible for the advancement of the Rockford Dance Company brand and image in the greater Rockford community and the northern Illinois region. Develop promotional and advertising materials and campaigns.
14. Hire, supervise and evaluate the office support staff, consisting of but not limited to Office Manager and School Director.
15. Comply with RDC's Conflict of Interest policy and Employee Manual.
16. Other duties as assigned.