



Executive Director Job Description

The Organization

Joy of Motion Dance Center ([a nonprofit charitable arts organization](#)) cultivates a diverse community of dance students, educators, artists, and audiences in the Washington DC metropolitan area by providing exceptional dance education and performances that open doors for learners of all ages and abilities.

More than 1,100 youth students per session and 900 adult students per week participate in series and drop-in classes, as well as conservatory-style training programs. We operate two studio locations in Washington DC and one in Bethesda, MD and partner annually with DC public and charter schools, as well as local agencies, to broaden access to dance education.

We have four program “pillars:”

- [Community Dance School](#): Drop-in and series classes in a multitude of dance styles for students of all ages and stages of development.
- [Dance Institute](#): Rigorous conservatory-style training programs and master classes for youth and adult students.
- [Motion Exchange](#): Partnerships with schools and community organizations that broaden access to dance and facilitate youth development through the performing arts.
- [Center Stage](#): Concerts and programs that build appreciation for dance and provide opportunities for students of all ages to grow through live performance.

Within our classes, companies, concerts and outreach, we are guided by the founding principle: *Dance is for Everyone.*

Emerging Vision for the Next Decade

Joy of Motion Dance Center is looking for the next Executive Director to partner with the Board of Directors, staff and faculty to:

- Inspire more adults and children to stretch themselves with dance education and develop a love of dance;
- Use dance education to create democratic, grassroots art that highly values personal expression among people of all ages, demographics, and skill levels;

- Develop audience appreciation for and understanding of dance;
- Grow a vibrant, thriving, quality education and performance business; and
- Expand our philanthropic participation in order to bring dance to more adults and children who would otherwise not be able to participate.

We believe that shared experiences through dance are life affirming and build community, and that dance offers personal, social, emotional and creative growth. A nine-member community-based volunteer board of directors governs the organization. Currently, Joy of Motion Dance Center employs nine full-time staff, four part-time staff, more than seventy part-time faculty members, and operates with an annual budget of approximately \$3.2M.

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The Executive Director Position

The Executive Director partners with the Board of Directors, staff and faculty to manage the day-to-day operations of Joy of Motion Dance Center. Specific key responsibilities include, but are not limited to:

- Leading staff and faculty in the execution of overall organizational strategy
- Effectively marketing JOMDC to a wide range of audiences
- Engaging, collaborating with and supporting a diverse faculty who are critically important to our mission and to our dancers
- Securing sufficient operating funds and strengthening the organization’s financial position with new and/or expanded sources of revenue
- Engaging the board of directors in providing leadership and vision and holding the organization accountable
- Engaging volunteers and interns as needed to support the organization’s mission
- Creating awareness in the community about the work Joy of Motion is doing to make dance accessible to everyone
- Delivering an excellent dance education program for beginning to professional level adult and youth students
- Developing accountability systems for monitoring and tracking organization performance
- Ensuring the financial and operational integrity of the organization at the management level
- Developing and managing organization and program budgets
- Operating the organization with a balanced budget, hiring and developing staff, and acting as the voice of Joy of Motion in Greater Washington, DC

During the first 18-24 months, the new Executive Director should plan to:

- Develop a full appreciation for operating Joy of Motion and understanding of the annual cycle of programs and production activity
- Develop connections and contacts within the DC community, including key relationships needed to create organizational success and the adoption of positive perceptions of the organization within the community
- Begin implementation of a 3-year strategic plan with specific goals and objectives
- Cultivate leadership and management talent among studio managers and other organization staff
- Build opportunities for contributors, including institutional funders and individual contributions
- Engage in periodic community-facing dialogue concerning the organization’s then-current operational status, and real-time progress towards realization of specific Joy of Motion goals

Required Experience and Attributes

- Master's Degree with 10 years professional experience (or a Bachelor's Degree with 15 years) with senior responsibility, management and networking, preferably in a customer-focused type of organization
- Minimum 5 years professional or volunteer experience with a non-profit organization
- Demonstrated financial management experience
- Possess a willing and able character to take input from various stakeholders
- Demonstrated positive experience leading and developing a team, and creating a collaborative atmosphere conducive to team building within all echelons of the organization
- Skilled at strategic thinking while able to mitigate business and financial risk to the organization
- Experience raising funds from individual donors and experience securing institutional funding from public sector sources, private foundations, and/or corporate foundations
- Strong understanding of marketing mix, including print, digital, and social channels, as well as paid and earned media

Desired Experience and Attributes

Ideal candidates for this position will align with Joy of Motion Dance Center's core operating values and bring a variety of experiences and attributes, with emphasis on the following:

- Taking time to get to know the organization, its culture and stakeholders to develop a full appreciation of the impact of new initiatives
- Entrepreneurial drive characterized by creative problem solving, ambition, energy for growth and getting things done
- Strong business and strategic acumen
- Seasoned approach and style with experience in long-term fund raising and an ability to captivate donors with the organizational mission
- Lead by cultivating and embracing different views, values and approaches
- Extroverted style and comfortable acting as the "face" or "identity" of Joy of Motion with the media and community and various other stakeholders
- Excellent interpersonal skills with high-level emotional intelligence for responding to our various constituents in the spirit of Joy of Motion's reputation and culture
- Track record of success as an administrator and intermediary as needed
- Mindful about sustaining and building on existing strengths
- Track record of growing another organization or business to its next level of success
- Personal philosophy about dance that aligns with the Joy of Motion view that dance is for everyone
- Familiarity and connection with the greater Washington DC

Joy of Motion offers a competitive salary and benefits package.

Application Process

To apply, send curriculum vitae/resume, cover letter and salary requirements to edsearch2019@joyofmotion.org. (E-mail applications are required and MUST include both a cover letter and salary requirements)

Joy of Motion Dance Center is an equal opportunity employer.