

SEEKS EXECUTIVE DIRECTOR



We are seeking an operationally savvy servant-leader to guide and manage our award-winning organization. At this pivotal point we face the need for capital improvements and a more robust operating budget to serve our growing community and aspirations in a city that is undergoing exponential growth. As the leader of VDC, the Executive Director will balance high level roles and responsibilities to oversee VDC's mission and strategic and financial direction, charting a dynamic course for the organization's ongoing evolution and continued impact.

ABOUT US

Seattle is a national leader in dance innovation, and for over 20 years Velocity Dance Center has served as its hub for contemporary dance and experimental performance. We champion movement-based art, fostering the growth of artists, audiences, patrons, and the artistic vitality of our city. We are a space for both rigorous professional training and open experimentation, a laboratory for ideas, and a catalyst for art and action.

Both an educational and a presenting institution, Velocity offers classes across the spectrum of movement traditions for all levels, from beginning to professional, and annually produces a variety of dance programs independently as well as in partnership with leading presenting organizations. Our programs feature predominantly local artists, both emerging and established, (e.g., The Bridge Project, Made in Seattle). We also present critically-acclaimed artists from outside the region (e.g, Guest Artist Series). VDC brings the Pacific Northwest into the broader discourse around contemporary dance with The Pacific Northwest Platform at the Association of Performing Arts Professionals Conference (APAP) in NYC and research-based master classes and festivals such as the nationally-regarded Seattle Festival of Dance Improvisation (SFDI). VDC also leases its studio space to choreographers, dancers and movement-based artists for rehearsals and the creation of new work. Our facility comprises three studios including a convertible theater, office/resource room, two restrooms that double as changing rooms, and an online publication. We occupy half of a vintage ground level building shared with a restaurant in Capitol Hill, Seattle's first arts district.

[Read more about VDC mission, vision, values, and history here.](#)

[Read statements about our leadership transition from outgoing Artistic Executive Director, Tonya Lockyer, and Board President, Owen David here.](#)



ABOUT THE JOB

The Executive Director (ED) holds responsibility for total operations, overseeing and empowering a staff of 8 and an annual operating budget just under \$1M. Reporting to the Board of Trustees, the ED provides leadership to ensure that VDC:

- Adheres to and advances its mission through rigorous programming, fiscal management, and governance.
- Proactively builds towards long-term strategic goals through robust fundraising, strong community partnership, and prudent organizational structuring and management.

The ideal candidate will be a creative leader who maximizes the talents and abilities of VDC Staff and Board, builds on VDC's successes, cultivates new growth, and energizes artists, donors, partners, volunteers, and advocates—both locally and beyond—around our mission. The ED will focus on building up our total organizational capacity, strategizing around what is possible for VDC as an organization. They are excited by the challenge of bringing the VDC annual operating budget past the \$1M benchmark, and laying the groundwork for space acquisition and/or capital improvements to meet pressing organizational and community needs. The ED will also initiate and guide a collaborative process for determining how to implement VDC's artistic mission and programs moving forward.

Duties are as follows:

LEADERSHIP + MANAGEMENT

- Lead and empower effective staff.
- Safeguard the financial sustainability of the organization through budget development and oversight. Manage VDC assets, monitor and coordinate expenses across departments, and maintain an appropriate balance of earned and contributed income sources.
- Ensure smooth day-to-day operations including staff, office, and facilities management.
- Implement policies and systems in the workplace to support efficiency and collegiality.
- Proactively engage existing and cultivate additional stakeholders, Trustees, and partnering organizations locally and nationally.
- Develop, maintain, engage, and support a strong Board of Trustees, including acting in an ex-officio capacity on the Board and on committees, serving as the primary liaison between VDC Staff and Trustees, preparing meeting agendas, facilitating dialogue with and within the Board, driving action items, and assuring compliance with Board By-Laws and Handbook policies.
- Ensure operational compliance with all governmental rules and regulations, requirements stipulated by funders, accounting best practices, and internal policies and procedures.
- Steward the VDC mission, vision, and values while moving the organization towards long-term strategic goals.



STEWARDSHIP

- Oversee planning and execution of all fundraising goals, including growth across grant funding, business sponsorship, and individual giving at all levels of contribution.
- Lead fundraising staff and Trustees to grow the VDC base of support.
- Proactively and personally cultivate new donors while nurturing strong, loyal relationships with longtime supporters.
- Collaborate with programmatic staff to maintain high earned income through ticket sales, studio and theater rentals, and/or workshop fees.

PUBLIC RELATIONS + ADVOCACY

- Oversee all external communications of the organization including marketing, publicity, and public relations; build collaborative systems that effectively promote offerings and events while synergizing communications between programs and fundraising.
- Pursue local, regional, and national partnerships with other organizations when such partnerships help to better achieve VDC goals.
- Honor VDCs place as a home for contemporary dance and experimental performance, while broadening relationships across the arts ecology to position VDC both as a leader in its field nationally and as a steward for an inclusive and equitable Seattle dance community.
- Represent the interests of the Seattle dance community locally and nationally to key constituents including artists, audiences, donors, media, cultural and community organizations, professional associations, and partnering allies.
- Oversee open processes for rebooting our website, organizational language, branding, and overall messaging of our mission, vision, and values.
- Direct Staff and Trustees to fulfill public relations and advocacy goals.

ARTIST & AUDIENCE SERVICES

- At a high level, guide and hold space for programmatic and artistic alignment to strategic goals. The ED will lead a process of gauging needs and shifting offerings to best serve the VDC constituency, without exercising a personal artistic agenda.
- Set effective evaluative methodologies to track progress against goals.
- Collaborate with programmatic staff to play an effective role in the field by responding to press inquiries and participating in conferences, regional forums, and grant panels as appropriate.

HUMAN RESOURCES

- Review and create and/or update staff job descriptions and corresponding work plans.



- Set clear expectations, performance metrics and review processes, and evaluation schedules for staff.
- Review all VDC artistic programming and, in consultation with stakeholders, develop a job description and a hiring process for a director who will be in charge of that portfolio.
- Source and appoint an external, third-party human resources consultant who all staff members may contact if an issue arises.

ABOUT YOU

Our ideal candidate is a far-seeing strategist, seasoned and creative fundraiser, effective coach, and approachable community builder with experience scaling operations, growing budgets, and building and leveraging relationships. They embody cultural humility and professional integrity with an intersectional lens. *Above all, they are a passionate and dedicated advocate for the role of art, artists, and cultural institutions in society.*

REQUIRED:

- Passion for fundraising in all of its forms; track record of setting and achieving fundraising benchmarks.
- A management style open to flattening power dynamics and sharing thought-leadership and decision-making.
- The ability to maintain strategic vision while driving logistics in a manner that is empowering to a range of stakeholders (artists, staff, donors, and volunteers).
- Proven efficacy in working through committee structures.
- A high tolerance for ambiguity, with a gift for facilitating dialogue between constituents from diverse backgrounds and finding solutions through divergent points of view.
- The flexibility, creativity, and resourcefulness needed to lead a small not-for-profit organization.

DESIRED:

- Demonstrated success in fundraising across multiple income streams, with experience mounting capital campaigns.
- Several years of executive management and strategic planning experience in an arts or cultural organization, with experience leading small, enthusiastic teams through significant steps in organizational growth.
- Experience growing and supporting a Board of Trustees.
- Leadership in cultural settings, and/or of not-for-profit arts organizations in specific.
- Knowledge of contemporary dance and experimental performance, in addition to general knowledge of contemporary art in terms of the artistic and institutional landscape.
- Experience working with cultural and philanthropic leaders, corporate partners, and both traditional and up-and-coming arts donors, with demonstrated success in building and leveraging relationships to meet organizational goals.

- An intersectional lens for institutionalizing transparency, inclusivity, and equity.

TO APPLY

Submit cover letter and resume to executive@velocitydancecenter.org. Applications will be accepted through November 1, 2018. The target start date for this position is January 7, 2019. Questions can be directed to board@velocitydancecenter.org.

Starting salary range for this position is \$50,000 - 60,000 DoE. The Board of Trustees is open to negotiating higher compensation at subsequent annual reviews given successful budgetary growth. The position is full-time exempt, with generous paid holiday, comprehensive insurance coverage, professional development, flexible schedule, and ability to work from home. Working for VDC also includes admission to Velocity events, unlimited movement classes, and subsidized studio rentals. Weekend and evening hours required as needed for events.

VDC is committed to achieving racial and social equity in the workplace and throughout our organization. We encourage applicants from historically underrepresented and marginalized communities including people of color, women, immigrants, people with disabilities, and LGBTQ+ identifying people.

VDC is an Equal Opportunity Employer, and does not discriminate on the basis of race, ethnicity, gender identity, sexual orientation, marital status, immigration status, religion, age, or ability.



Photographs courtesy of Brett Love, Tim Summers, Jacob Rosen, Jeremy Wade, and Colleen McNeary.