

SEEKS EXECUTIVE DIRECTOR



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 and advance the field of movement-based art, fostering the creative and intellectual growth of artists, audiences, and patrons. We are a space for both rigorous professional training and community building, a laboratory for the open exchange of art and ideas, and a catalyst for artists and action.

VDC 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. Velocity offers classes across the spectrum of movement traditions and annually produces a variety of dance programs with both local and international artists (e.g. The Bridge Project, Strictly Seattle), research-based festivals and workshops such as the Seattle Festival of Dance Improvisation (SFDI), and commissions works independently (e.g. Made in Seattle) as well as in partnership with leading presenting organizations. VDC also leases its studio space to choreographers, dancers and movement-based artists for rehearsals and the creation of new work. Our culture is artist and community focused and embraces risk, difference, creative experimentation, and conceptual rigor.

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

We are seeking an operationally savvy servant-leader to guide and manage an exceptional team and scale our award-winning organization in alignment with long-term strategic goals. 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 growth.

[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 approximately 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, identifies new growth areas, and galvanizes artists, donors, partners, volunteers, and advocates—both locally and beyond—around our mission. The new leadership will focus on building up our total organizational capacity, strategizing and galvanizing around what is possible for VDC as an organization. A priority is laying campaign groundwork for space acquisition and/or capital improvements to meet community needs. The ED will also initiate 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, set clear expectations, performance metrics, and evaluation schedules for 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;
- Steward the VDC mission, vision, and values while moving the organization towards long-term strategic goals;
- Ensure smooth day-to-day operations including staff, office, and facilities management.
- Implement policies and systems to support a productive, efficient, and collegial workplace; proactively cultivate a happy organizational culture by modeling professional boundaries and integrity;
- Proactively engage stakeholders, the Board of 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; and

- Ensure operational compliance with all governmental rules and regulations, requirements stipulated by funders, accounting best practices, and internal policies and procedures.

STEWARDSHIP

- Oversee planning and execution of all fundraising goals, which includes growth across grant funding, business sponsorship, and individual giving at all levels of contribution;
- Lead fundraising staff and Trustees to build a positive culture of philanthropy around the organization and scale the VDC base of support;
- Proactively and personally cultivate new donors while nurturing strong, loyal relationships with longtime supporters; and
- 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; capitalize on annual reporting;
- Pursue local, regional, and national partnerships with other organizations when such partnerships help to better achieve VDC goals;
- While honoring its place as a home for contemporary dance and experimental performance, broaden 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; and
- 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.

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. Above all, they are a passionate and dedicated advocate for the role of art, artists and cultural institutions in society. Applicants do not need to have expertise in contemporary dance or experimental performance, but familiarity with the arts and the cultural landscape is critical.

COMPETITIVE CANDIDATES MUST HAVE

- Passion for fundraising in all of its forms; proven track record of setting and achieving fundraising benchmarks;
- Leadership in cultural settings, and/or of not-for-profit arts organizations in specific;
- 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);
- A high tolerance for ambiguity, with a gift for facilitating dialogue between constituents from diverse backgrounds and finding solutions through divergent points of view; and
- Calm, measured thoughtfulness under pressure; judicious triage, and grace while exercising the flexibility and creativity needed to lead a small not-for-profit organization.

IDEAL CANDIDATES WILL HAVE:

- 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;
- Grasp of the discourse in and around contemporary dance



and/or experimental performance as well as a general knowledge of contemporary art in terms of its artistic and institutional landscape;

- Firsthand 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; and
- 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 October 31, 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, and Colleen McNeary.