

## **JOB DESCRIPTION**

ODC Executive Director (ED)

## **ORGANIZATION**

Excellence, creativity, passion and inclusion are at the heart of ODC's core values. ODC at 45 years is: a multifaceted performing art organization encompassing a world-class dance company, a professional, pre-professional, and recreational dance training program, and an internationally regarded presenting venue. Founded by Artistic Director Brenda Way in 1971 at Oberlin College as the Oberlin Dance Collective, ODC quickly realized the need for a more dynamic, pluralistic community to fulfill its artistic vision. In 1976, the 16 dancers, painters, writers, photographers, and musicians of the collective bid farewell to Ohio, piled into a big yellow bus, and journeyed west to San Francisco to find a context for their artistic vision and social ideals.

By 1979, ODC was the first modern dance company in America to build its own home facility. In 2005, ODC opened its doors to a second facility, the ODC Dance Commons and, in 2009, expanded its original facility. The state of the art campus has eight fully equipped studios, two performance venues, a free Healthy Dancers Clinic, a Pilates center, an art gallery, administrative offices, community spaces, and a café. The campus was fully funded by three capital campaigns and is debt free.

Today, with Brenda Way as Artistic Director and Interim Executive Director, ODC inspires audiences, cultivates artists, engages the community, and fosters diversity and inclusion through dance performance, training, and mentorship.

ODC School is dedicated to inclusion and creativity and serves some 15,000 students annually. In over 200 classes a week, the three tiers of curriculum include recreational, youth and teen, and professional/pre-professional. The 10 member ODC Dance Company performs the work of resident choreographers, Brenda Way, KT Nelson, Kimi Okada and New York based Kate Weare, in two home seasons each year in San Francisco, Velvetten Rabbit in the fall and premiere repertory in the spring. The company tours nationally and internationally 3-4 months annually. As a presenter, the ODC Theater creates the opportunity for cultural exchange, artistic innovation, and the presentation of diverse community voices in both presented and commissioned programming. ODC Theater runs a robust rehearsal and performance space rental program and is home to ODC's artist residency program, which provides "longitudinal residency" of three years for a curated selection of regional talent. In addition to its global artistic viewpoint, ODC maintains an ongoing commitment to community access by focusing on underserved youth through scholarships, in-school programs, and ticket subsidies. The vision for dancer wellbeing and care is realized through the Healthy Dancer Clinic, a free clinic staffed by volunteer healthcare professionals from San Francisco General Hospital that is focused on the education, prevention, and treatment of dance injuries.

ODC operates on a \$5,700,000 budget comprised of half earned revenue and half contributed income. The organization is in the initial stages of a \$14,000,000 campaign that will generate a \$10,000,000 permanent endowment and a \$4,000,000 ten-year spend down fund for artistic and entrepreneurial projects.

ODC is governed by a 27-member Board of Directors and also has a 12-member Advisory Board. The organization employs approximately 160 people, including 30 full-time administrative staff, 10 dancers on annual contract, and 120 part-time employees made up of dance faculty, front-of-house staff, professional artists, and technicians.

## **THE POSITION**

The ED reports to the ODC Board of Directors and works in partnership with the Founder/Artistic Director and the Board to develop and execute the strategic vision that supports ODC's mission and values. The ED will be responsible for translating ODC's strategic artistic and educational goals into a language of best business practices that result in institutional vibrancy, national recognition, and organizational sustainability. This includes the ability to 1) maximize contributed and earned revenue, 2) expand marketing, communications, audience development, student body, and public image, 3) develop, oversee, monitor, and report on the organization's financial performance, 4) guide the administration and operations of ODC, 5) supervise staff who implement operations, fundraising, marketing, public relations, facilities, technology, and financial management in support of artistic and educational programs, and 6) cultivate relations and partnerships with external stakeholders including fellow arts organizations, governmental bodies, business leaders, and the general public in a way that adds vibrancy to ODC's public image.

## **PRIMARY RESPONSIBILITIES**

### *Strategic Planning and Governance*

- Drives long-term strategic planning, working in partnership with the Founder/Artistic Director and Board of Directors.
- Creates and puts in place the appropriate business plan to support the overall mission, vision, values, and goals of ODC.
- Engages Board members to maximize their participation in ODC and their contribution toward its success and growth.

### *Institutional Advancement and Community Relations*

- Serves as a primary spokesperson to the local, regional, and national community with the Founder/Artistic Director in articulating the mission and impacts of ODC.
- Implements a strategic development plan with Board and staff that supports ODC's artistic and financial objectives, meeting or exceeding annual fundraising goals, including major gifts, grants, corporate sponsorships, special events, and annual appeals.
- Devises and implements effective audience growth and community relations initiatives.

### *Finance, Administration, and Facilities*

- Provides fiscal and organizational leadership, including guidance to all administrative department heads to maximize staff effectiveness and productivity.
- Develop annual budgets and cash-flow projections for the Finance Committee review and approval in collaboration with Founder/Artistic Director, the Director of Finance and Administration, and senior staff.
- Develops and monitors measurable goals and objectives with program leaders to optimize results for the Company, School, and Theater divisions.
- Develops and implements an efficient and effective organizational operating Hires, trains, and supervises administrative staff, mobilizes volunteers, and oversees the effective use of financial and technological resources needed to achieve the organization's goals and objectives

## **TRAITS AND CHARACTERISTICS**

ODC seeks an individual who will deepen and broaden ODC's engagement with its community including students, audiences, fellow arts organizations, governmental bodies, and fellow non-profits. This individual will create a stimulating, challenging, positive, and dynamic working environment while setting and maintaining expectations that will challenge the organization's leadership and staff to strive for and sustain the highest workplace values and institutional goals.

The selected candidate will be a leader in the field of arts management locally, regionally, and nationally. H/she will partner with many stakeholders to set and maintain a collaborative leadership model that will strengthen the organization by creating a positive and synergistic relationship between the artistic and administrative sides of the organization.

## **QUALIFICATIONS**

- Passion for and demonstrable results in an arts, education, and cultural organization preferred.
- Excellent verbal and written communication skills, a dynamic public presence and compelling speaker
- Strong organizational and collaboration skills, and the ability to develop and maintain strong collegial relationships with the Founder/Artistic Director, Board, staff, dancers, audiences, students, partners, facility users, and all those who make up the ODC family.
- Bachelor's degree required and advanced degree preferred
- Minimum of 7-10 years senior management experience with increasing levels of general management responsibility.
- More than 5 years of demonstrated success in working with Boards to achieve and exceed fundraising goals through individual, foundation, business, and government sources.

Additionally, the candidate should demonstrate the following competencies:

- Inspirational leadership - Organizes and motivates people to accomplish goals and empowers them by providing clarity, direction, and purpose through a positive, motivational example of leadership.
- Results orientation - Identifies strategic initiatives and embraces a comprehensive organizational focus that most effectively mobilizes human, technical, and financial resources to maximize results.
- Dedication to quality - Relentless drive to high caliber work both of him/herself and the team, while bringing a pragmatic approach to prioritization.
- Innovative problem solving - Approaches challenges with creativity and enthusiasm, while actively seeking the potential opportunity.
- Interpersonal skills - Initiates and develops relationships in positive ways while successfully collaborating with a diverse range of people, both internally and externally. Communicates with others in ways that are clear and considerate and that demonstrate ease in relating to a variety of stakeholders in a positive and persuasive manner.
- Teamwork - Contributes positively and productively to the team and builds trusting and supportive relationship with colleagues and stakeholders.

## **HOW TO APPLY**

Resume, cover letter, four professional references, salary requirements

Send to: Brenda Way

Via [Brenda@ODCDance.org](mailto:Brenda@ODCDance.org)