



890 BROADWAY  
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NEW YORK, NY 10003  
TEL: 212 677 8560

280 BROADWAY  
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NEW YORK, NY 10007  
TEL: 646 837 6809

# **GINA GIBNEY DANCE, INC.**

## **SENIOR DIRECTOR**

## **OF OPERATIONS & HUMAN RESOURCES**

### **POSITION DESCRIPTION - SPRING 2021**

Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney embodies ...

Respect – we are considerate, thoughtful, and act with integrity.

Advocacy – we are supportive, principled, and catalytic.

Responsibility – we are collaborative, responsive, and dedicated to sustainable change.

Action – we are resourceful, proactive, enterprising, and resilient.

Equity – we are inclusive and committed to justice, anti-racism, anti-oppression, and diversity.

The values are intrinsic to Gibney and guide how we work together and interact with our core communities.

### **POSITION SUMMARY**

In 2010, Gibney was a modest nonprofit operation with 2 staff members and a \$500K budget. In the past decade, Gibney has grown—physically and programmatically—into a \$6M+ enterprise with two Lower Manhattan locations and 70+ staff, ready to welcome an inaugural Senior Director of Operations & Human Resources (SDOHR).

This position will have broad responsibility for Gibney's facilities, human resources, and general operations. The SDOHR will directly supervise the Director of Operations and the Deputy Director of Human Resources, manage a team of 6 full-time and 8 part-time staff, oversee a budget of \$5M+, and work in close collaboration with the Director of Finance.

The SDOHR is an experienced and resourceful nonprofit professional who can manage multiple teams, foster an inclusive and dynamic staff environment, and balance strategic thinking with a focus on the operation and culture of a rapidly growing nonprofit. A key member of the Executive Leadership Team, the SDOHR is a full-time, exempt position and will report to the Founder, Artistic Director & CEO (CEO).



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## RESPONSIBILITIES

### OPERATIONS

- In partnership with the CEO and senior leadership, sets direction, vision, and strategy for Gibney's operational management on an annual and long-term basis
- Oversees the operation of both facilities (280 & 890 Broadway) including planning, construction management, safety and emergency preparedness, IT, energy management, space inventory management, preventive and routine maintenance, repair, custodial services, grounds services in compliance with New York State and DOB code requirements, and building code and law compliance such as ADA compliance
- Oversees and manages Gibney's \$2.5M annual space budget; works closely with the finance team on every aspect of financial management of the Centers
- Ensures the safeguarding of assets by establishing appropriate legal and regulatory documentation, internal controls, and procedures
- Employs effective systems for internal and remote work utilizing technology both for efficiency and effective team motivation
- In partnership with the CEO and Board, leads risk assessment and mitigation procedures
- Oversees organizational insurance policies and claims, including liability insurance, workers' compensation, and unemployment
- Builds relationships with vendors and streamlines the contracting process

### HUMAN RESOURCES (HR) & CULTURE

- In partnership with the CEO, refines the vision and strategy of the internal culture, including key culture-building moments like staff meetings, events, communications, retreats, etc.
- Oversees and manages Gibney's \$2.5M annual personnel budget; works closely with the finance team on every aspect of financial management related to Gibney staff
- Supports Gibney's commitment to racial justice and equity and ongoing work towards becoming a more diverse, inclusive, accessible, and anti-racist organization
- Provides leadership in administrative affairs, including coaching managers, counseling employees, and providing forums for communication and conflict resolution as needed, with sensitivity and expertise to promote employee engagement, satisfaction, and retention
- Oversees HR functions, including talent recruitment, selection, and onboarding; employment policy and equitable policy management; payroll, compensation, and benefit programs; staff performance and professional development; and contract negotiation and employment law compliance, with outside counsel
- Works with the Deputy Director of HR to develop effective recruitment and retention strategies including talent sourcing strategies, competency models, succession planning, culture/satisfaction surveys, and recognition and engagement programs

### BOARD, SENIOR LEADERSHIP, & INTERDEPARTMENTAL COLLABORATION

- Serves as a liaison with the Board of Directors and as a non-voting member of the Board's Finance, Audit, and Governance Committees and their respective sub-committees



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- Oversees the preparation of and compliance with Board governance policies
- Engages in ongoing collaboration with the CEO on organizational priorities, revenue strategy, and vision, ensuring their communication, delegation, and implementation
- Partners with the finance team to communicate efficient and effective financial tracking and reporting processes across departments to ensure smooth organizational operation
- As a key member of senior leadership, regularly communicates with colleagues to foster administrative agency and accountability around operational priorities and practices
- Builds cross-departmental relationships, mechanisms, and processes to facilitate effective communication, collaboration, information sharing, transparency, and culture among staff

#### OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

#### NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting employment at Gibney.

### **EQUAL OPPORTUNITY STATEMENT**

Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If required, please contact Jenny Thompson at [jenny@gibneydance.org](mailto:jenny@gibneydance.org).

### **QUALIFICATIONS**

- 10+ years of nonprofit management, operations, and human resources experience, preferably in dance/performing arts
- 5+ years leading, building, managing and collaborating with teams in a growing nonprofit



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- M.B.A. or Master's degree in a related field is preferred; Bachelor's degree in a related field in addition to relevant experience will also be considered
- Demonstrated experience in financial planning and budget management
- Outstanding leadership and strategic planning skills, including the ability to lead change with an inclusive style
- Commitment to anti-racism in the nonprofit sector, particularly at staff and Board levels
- Demonstrated commitment to innovation and growth
- Comfort in a complex nonprofit environment
- Ability to maintain high attention to detail and a high degree of personal initiative
- Professional and ethical work behavior with a high degree of confidentiality and discretion
- Ability to plan and direct the work of multidisciplinary professional and administrative staff
- Demonstrated ability to set and achieve ambitious goals and objectives
- Creativity, flexibility, and a resourceful approach to problem solving
- Exceptional, persuasive, and clear communication skills—both verbally and in writing

## APPLICATION INSTRUCTIONS

To be considered, please email the items below as one PDF with SDOHR in the subject line to:

Lynn Gitlitz  
Board Member, SDOHR Search Team Chair  
[lynn@gibneydance.org](mailto:lynn@gibneydance.org)

Please include a substantive cover letter highlighting your interest in the position and the organization, evidence of the required experience (as outlined in the job description under "Qualifications"), and salary requirements. The general salary range for this position is \$110k-\$125k; however, exceptionally qualified candidates will be considered at levels commensurate with their experience. In addition, please include a résumé, contact information for three professional references, and up to three professional writing samples or work products that are relevant to this position and demonstrate the full range of your work as a leader and executive.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No phone calls, please.

Prospective applicants are strongly encouraged to review Gibney's website ([www.gibneydance.org](http://www.gibneydance.org)) before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.