



## ODC / Health Initiatives Program Director

### Background

ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for 49 years, our programs and activities contribute to San Francisco's vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training and mentorship.

### Position Summary

This position is responsible for realizing the income and impact potential of ODC/Health initiatives through strategic design and coordination of programming and revenue development as well as effective, hands-on management of operations. The position serves as a member of ODC's senior team, reports directly to the Executive Director, and serves as the lead staff person and point of contact for ODC/Health initiatives, including ODC fit and ODC's Healthy Dancers' Clinic (HDC) as well as ODC's multi-disciplinary programming for seniors. The ideal candidate will bring entrepreneurial vision, balance a creative approach to innovation with solid skills in managing a P&L, and the appetite and experience necessary to envision, build and scale a new program. This is a full time (40 hours per week), salaried (exempt) role with significant growth opportunity.

### Role and Responsibilities

- Play a lead role in new revenue generation for the ODC/Health program and its initiatives
- Identify and secure at least three strategic partnerships to expand revenue and impact of ODC Health initiatives in first year of role.
- With input from consulting Fitness Specialist, provide leadership for and day-to-day management of new fitness program (in pilot phase during Q1 of 2021), including serving as day-to-day supervisor of initial fitness faculty cohort.
- With Executive team and approval of Healthy Dancers Clinic (HDC) Medical Director, design and manage delivery of HDC on-going and annual special programming (e.g. create infrastructure and system for on-going screenings and educational sessions)

conducted by medical volunteers; design and oversee implementation of special events such as Month for Dancers' Health).

- In coordination with HDC Medical Director, establish criteria and process for vetting/reviewing/scheduling/retaining clinic volunteers, speakers and panelists. Oversee the management and upkeep of volunteer data, schedules and contributed hours as well as the system for recognizing volunteer contributions.
- With consulting Fitness Specialist and HDC Medical Director, design and implement interface between new fitness program and HDC.
- Design cohesive strategic plan for comprehensive and coordinated Senior programming offerings across ODC/Health, ODC/School and ODC/Theater.
- In coordination with fellow senior staff (including development and marketing), manage partner relationships, including monitoring activation and delivery of donor benefits and recognition, and assuring active stewardship of key stakeholders.
- Play a lead role in determining and monitoring performance metrics for the project initiatives to measure progress and identify areas for improvement. Provide project updates on a consistent basis to stakeholders about strategy, adjustments, and progress.

## Qualifications

- Must be based in California and eligible to work in the US.
- Bachelor's degree or higher in relevant field (e.g. business, health services, arts)
- 5-8 years of relevant experience (e.g. business and revenue development, management of people and programs)
- Ability to move between strategy, vision and hands-on execution to build a new program
- Proven ability to conceptualize and complete projects according to outlined scope, budget, and timeline
- Proven ability to solve problems creatively
- Ability to work and interact well with individuals from various backgrounds and of different ages in a culturally diverse, fast-paced, team-oriented environment
- Strong familiarity with project management software tools (including G-Suite, Asana, slack), methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- With advance notice, must be available to staff events/activities on evenings and occasional weekends
- Passion for dance/fitness and experience working in an arts organization and/or fitness center or community health program

## Physical Requirements and Work Environment

- Work is performed primarily in an office and performing arts facilities setting during lift of COVID-19 restrictions. Work is remote during COVID-19 restrictions of in-person activity.
- Work is primarily performed sitting and standing.
- Must be able to lift and carry 15 lbs.

## Compensation Range

- Annual base salary depends on experience with opportunity for additional incentive compensation based on revenue development

## To Apply

- Please email resume and cover letter with salary requirements to: HR@odc.dance
- Reference "ODC/Health Initiatives Program Director" in the subject line.
- Note, resumes submitted without a cover letter and salary requirements will not be considered.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services, products or commercial interests.

*At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.*