



Southwest Virginia Ballet Position Description

Position Title: Executive Director (Part Time)
Reports To: Board of Directors
FLSA Status: Exempt, Part Time

POSITION DESCRIPTION:

The Executive Director (ED) will have overall administrative responsibility for the Southwest Virginia Ballet Company (SVB), including fundraising, marketing, public relations, and contracts. The ED will work closely with the Artistic Director and Board President.

RESPONSIBILITIES:

- Support SVB's mission through an understanding and appreciation of the organization's artistic history and philosophies.
- Implement strategic goals in conjunction with the board of directors and the artistic director.
- Ensure operations are in compliance with adopted bylaws, policies, and operating rules.
- Work with the treasurer on the budget.
- Plan, organize and execute the strategies needed to implement SVB's annual fundraising plan. Work with the treasurer and members of the board to secure financial support from individuals, foundations, and corporations.
- Coordinate the grant application process. Research grant and foundation opportunities. Write and submit grants as well as required progress reports.
- Provide contract negotiation for employment, theater rental, lighting and technical crews, photography and videography, among other related services (with approval of the board and legal counsel, as appropriate).
- Oversee public relations. Create and/or approve press releases, letters, brochures, and related advertising materials. Authorize interviews for print and broadcast media. Review materials posted on the company website. Proof video and audio documentary material for media distribution. Represent SVB at educational and public events.
- Supervise the artistic director and the administrative assistant.
- Serve as a member of the Executive Directors Council for Roanoke City.
- Engage and supervise volunteers for special projects.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Non-profit experience, preferably in dance/performing arts.
- Five years of experience in development/fundraising.
- Excellent interpersonal skills, writing skills, and computer literacy.
- Strategic thinking, creativity, and enthusiasm for appropriately expanding opportunities for Company members and financial support for SVB.

To apply: Send a cover letter and resume to Carol Jessee, Southwest Virginia Ballet, P.O. Box 3275, Roanoke, VA, 24015. Additional information is available at www.svballet.org, by contacting Carol at 540-387-3978, or via e-mail at carol@svballet.org.