

ORGANIZATION:

Established in 1969, Ballet Lubbock's mission is to change lives and provide community and connection through dance. An integral organization in Lubbock's thriving art and culture scene, Ballet Lubbock enacts its mission through three pillars of programming:

- Ballet Lubbock's school of approximately 400 students offers classes for ages three through adult with a comprehensive dance curriculum.
- Ballet Lubbock's pre-professional company performs for over 18,000 audience members annually through a variety of capacities including an annual Fall Gala, *The Nutcracker*, and an April production of rotating repertoire and new commissions.
- Ballet Lubbock's Community Engagement programming impacts over 600 students each week through weekly classes in 22 local elementary schools, arts in medicine programming in local children's hospitals four days a week, and an adaptive dance program for people on the autism spectrum, with Down Syndrome, and other specialized needs.

Ballet Lubbock's team of nine full-time and 30 part-time staff members are supported by the 24-member Board of Directors who are all committed to collaboration, inclusivity, accessibility, the nurturement and development of young artists, and the ability to transform a community through dance.

In 2021, Ballet Lubbock moved into its new 22,000-square-foot facility as the northeast cornerstone of the \$158 million Buddy Holly Hall of Performing Arts and Sciences. Ballet Lubbock's studio boasts six spacious studios, an administrative suite, a costume shop, and community space.

Ballet Lubbock enjoys a healthy balance sheet, assets of over \$12 million, and 12 consecutive years of operating surpluses. Ballet Lubbock's current annual budget of \$2.4 million has an earned/contributed ratio of approximately 56%/44%.

Ballet Lubbock's next executive director will help enact the 2023-2026 strategic plan that calls for new levels of community and belonging, faculty expansion, and expanded resources for artistic exploration.

LUBBOCK COMMUNITY

While Texas Tech University and Buddy Holly may have put Lubbock, Texas, on the map, the "Hub City" continues to make a name for itself as nationally recognized winemakers, James Beard-nominated chefs, up-and-coming musicians, entrepreneurs, creators, and catalysts continue to seek opportunity on the South Plains.

Lubbock attracts people from all over the world looking for connection to community alongside big-city resources. With a below-average cost of living, short commute times, booming industry, and an ideal location for young families, Lubbock was not only named as a Top 5 City With the Best Work Life Balance but was also listed as a Top 10 Location to Raise a Family.

With deep roots in education, agriculture, and healthcare, Lubbock is an ever-expanding metro area rich in opportunity. Lubbock is also home to one of the first designated cultural districts in the state, boasting several art galleries, music venues, and a new state-of-the-art performing arts venue, Buddy Holly Hall, of which Ballet Lubbock is a resident.

For more information on things to see, do, and experience in Lubbock: visitlubbock.org

For more information on the Lubbock MSA: lubbockeda.org

POSITION SUMMARY

Professional level position responsible for the daily administration and long-term direction of the Ballet.

Working closely with the Artistic Director and the Board, the Executive Director will develop, evaluate, and execute strategies to connect more deeply with diverse audiences and internal and external stakeholders, maximizing our mission impact and driving earned and contributed revenue.

The right individual for this role will be passionate about what the arts generally, and ballet in particular, can mean to individuals and to a community. In public, they will be a tireless advocate and fundraiser for Ballet Lubbock's mission and vision with philanthropic supporters, public officials, business leaders, and community partners. Within the organization, they will develop and empower dynamic teams.

PRIMARY DUTIES/RESPONSIBILITIES:

Core Responsibilities

- Build strong partnerships with the Artistic Director and Board of Directors. Lead in cultivating and developing the board.
- Implement Ballet Lubbock's Strategic plan as set forth by the Board of Directors.
- Be a principal fundraiser for the organization, developing and supporting key fundraising relationships and effectively and enthusiastically communicating the organization's vision to current and prospective donors.
- Champion the people-focused culture of Ballet Lubbock.
- Steer strategic development of the three organizational pillars—The Company, The School, and Community Engagement – to maximize mission impact and long-term sustainability.
- Deepen effective relationships in regional and national dance and arts communities while acting as an external voice and advocate of Ballet Lubbock.

Administrative Duties

- Oversee all financial operations of the organization, creating timely and accurate financial reports, and ensuring all policies and procedures are followed.
- Establish and execute operating budget with approval and oversight by the Board of Directors.
- Supervise administrative staff and ensure successful daily business operations; aid all staff in meeting deadlines and project goals.
- Conduct and oversee annual employee performance evaluations, using review guidelines given by the Board of Directors.
- Determine pay scales for instructional staff and contracts for guest artists, in conjunction with the Artistic Director, within the approved budget guidelines.
- Oversee preparation and distribution of School materials, including but not limited to Registration Packets, Scholarship Guidelines, and Handbooks.
- Make recommendations to the Board of Directors on administrative needs that will promote Ballet Lubbock's mission and strategic goals (e.g. equipment purchase, new positions, etc.)

Development and Fundraising Duties

- Oversee the research, writing, administering, and reporting of grants to private and public foundations, and as applicable, government entities.
- Oversee the creation of fundraising literature and collateral such as the annual fund appeal, gala invitation, and campaign materials.
- Identify prospective corporate sponsors and program advertisers, and work with the Board of Directors and available vendor partners to pursue these corporate gifts.
- Coordinate all fundraising events
- Oversee all aspects of the fundraising from individuals, from solicitation to volunteer involvement and prompt, appropriate gift recognition
- Oversee committees and volunteers appointed to assist with fundraising
- Uphold guidelines established in the Ballet's Gift Acceptance Policy and Donor Recognition Policy

Board, Committee, and Volunteer Management Duties

- Implement policy recommendations as defined by the Board
- Draft meeting agendas for approval by the President
- Prepare draft budget and recommendations for the Treasurer/Finance Committee
- Identify prospective board members for consideration by the Vice President/Board Cultivation committee
- Assist the Board of Directors with the strategic planning process and work with the board and staff to execute strategic goals/initiatives
- Collaborate with Board officers and committee chairs to promote their projects and efforts
- Coordinate all materials for monthly board meetings, submitting via email prior to meetings as needed by Board members, approximately one week before meetings.

- Submit an annual calendar for board and committee meetings
- Communicate about, and support Board participation in, all fundraising endeavors
- Convene the Advisory Committee and recruit its members as needed
- Communicate positively with volunteers and volunteer organizations
- Articulate volunteer responsibilities with well-defined duties and expectations
- Steward and actively maintain positive volunteer relationships
- Support operations and administration of the Board by advising and informing Board members, interfacing with the Board and staff, and supporting the Board's evaluation of the Executive Director
- Must be able to work under the authority of the Board of Directors.

Marketing and Outreach Duties:

- Maintain positive working relationships with peer nonprofits throughout the region and within the fine arts and dance communities
- Uphold existing and develop new community relationships (school districts, Texas Tech, outreach sites)
- Attend public events and represent the Ballet in professional organizations that benefit the Ballet's public, professional profile
- Oversee design, marketing, promotion, delivery, and quality of programs and services. Assure the organization and its mission, programs, and services are consistently presented in a strong, positive image to the public and relevant stakeholders (e.g. students, donors, sponsors, etc.)
- Negotiate vendor contracts to support all production and marketing activities.
- Encourage community performances and engagements that promote and elevate Ballet Lubbock's brand and presence
- Speak on behalf of the Ballet at public events and by invitation

QUALIFICATIONS:

While no single individual may possess all of the following qualifications, the successful candidate for this role will possess many of these skills and experiences:

- Drive to build an incredible cultural institution, fully rooted in West Texas.
- A proven ability to establish a strong working partnership with a Board of Directors.
- An ability to balance "big picture" strategy with the leadership of day-to-day operations.
- Demonstrated success in personally securing significant philanthropic support in a not-for-profit arts environment.
- A commitment to IDEA (inclusion, diversity, equity, and accessibility), evidenced in current and previous leadership roles.
- A strategic mindset and proven experience in the development of programmatic excellence.
- An effective and enthusiastic storyteller, eager to communicate Ballet Lubbock's vision, in words and in numbers.
- Significant experience in budget and P&L management.

- Though dance experience is not required, a successful candidate will demonstrate a passionate commitment to Ballet Lubbock's mission and vision.
- Strong experience in and knowledge of the economics of arts organizations and the ramifications of artistic and budgetary decisions and the ability to align them strategically.
- Demonstrated ability to recruit, retain, and lead a diverse team focused on long-term objectives.
- A team-centered, transparent, and inclusive leadership style, along with an eagerness to engage with diverse internal and external stakeholders.

WORK CONDITIONS:

- Works in an indoor environment.
- Must have access to reliable transportation and a valid driver's license
- Requires frequently performing activities, including, but not limited to, stooping, bending, crawling, kneeling, grasping, reaching, climbing and/or lifting.
- Available to work nights, weekends, and holidays as needed.

COMPENSATION:

The offered salary is \$110,000+, access to an employee health plan, and a competitive vacation package to be utilized when the organization is dark.

TO APPLY:

Interested and qualified candidates are encouraged to apply in complete confidence by providing:

- A Cover letter describing reasons for applying and what makes the applicant a strong candidate.
- A Resumé or CV.
- Names of three professional references including email and phone contact information.

Please email materials to executivesearch@balletlubbock.org