

Director of Operations & Development (Part-Time)

SUMMARY:

The Director of Operations & Development will be responsible for overseeing all business operational functions, managing community relations, and bringing funds into the organization via fundraising, donor relations, grant opportunities, etc.

Essential Duties and Responsibilities: (Other duties may be assigned as needed.)

- Work 20-25 hours per week
- Fundraising, Donor Development, and Grant Writing
 - Design Annual Appeal
 - Ensure success of Annual Auction & Golf Tournament
 - Solicit and Obtain Performance, Golf or other Sponsorships
 - Maintain and build Donor Database
 - Identify Grant Opportunities and Write Grant Applications
 - Work with Development Committee of the Board
 - Other fundraising as designated by the Board of Directors
- Marketing
 - Marketing Materials
 - Website updates
 - Social media
 - LUDUS fundraising site
- Networking to develop community & donor relationships
- Work effectively with the Creative Director in helping the organization fulfill its mission to be an individualized dance, fitness and movement program serving the special needs community and creating a nurturing environment that empowers our students to flourish and grow while promoting a healthy lifestyle and having a little fun along the way.
- Work collaboratively with Creative Director on family communications, dancer registration and organization, partnership relationships, and recruitment of volunteers
- Contract Negotiations
 - Performance Vendors
 - Insurance
 - Lease negotiations
- Financial Management
 - Budget
 - Bill Payment
 - Annual Report
 - Work with Board Treasurer and manage bookkeeper
- Human Resources & Employee Relations
 - Policy creation & oversight
 - Compliance with state and federal laws
 - Benefits management, including liaising with benefits provider
 - Exercise usual authority of a manager concerning assigned staffing, performance management, compensation and terminations
- Monitoring and understanding OPWDD systems connected to operations (such as self-directed services)

- Systems/Technology Management to include website, software, and hardware
- Purchasing
- Managing routine building maintenance and liaison with contractors
- Emergency Management
- Ability to move intermittently throughout the work day, inclusive of sitting, standing and bending, pushing, pulling, or moving objects
- Ability to lift up to 20 pounds

Professionalism:

- Demonstrate effective communication skills, both written and verbal, including public speaking
- Exhibit reasonably regular and predictable attendance and punctuality
- Demonstrate interest in, proficient understanding of, dedication to and support for the agency mission, values and philosophy

Qualifications:

- Bachelor's degree or equivalent experience plus an additional three years' experience in one of the following: business administration, fundraising, grant writing or other related business field
- Has good rapport with children and adults with special needs
- Proficiency in word processing and spreadsheet software (e.g., Microsoft products and Google Docs and Forms)
- Flexible schedule; however, some evenings and weekends are expected throughout the season and some in-studio time is expected
- Must be able to work independently and with limited supervision once the probationary period has concluded.

Interested individuals may apply by emailing their resume and cover letter to Mary Beth Debus at danceabilityoffice@gmail.com ASAP.

The pay range for this position is \$25,000 - \$35,000 annually (USD), for 20 - 25 hours a week. The successful candidate's skill level and experience will inform the specific compensation determination for this role.