

JOB DESCRIPTION

Job title: Executive Director (part time, 4 days a week)
Reports to: Artistic Director/CEO

Role: To work in partnership with AD/CEO to provide strategic leadership and business direction and a strong balanced and sustainable financial model

To lead on all operational, administrative and financial functions of the organisation. Support AD/CEO on specific producing projects as necessary, and overseeing all aspects to ensure the festival and other DU projects are successfully realised

Specific duties

In conjunction with CEO/AD:

1. Strategy

- Lead on strategic planning to support and fully realise the artistic vision
- Deliver, develop and monitor Dance Umbrella's business plan ensuring outputs and outcomes are achieved.
- Develop and implement brand marketing strategy to increase profile and support income generation and fund-raising.
- Oversee, monitor and develop the financial health of the organisation, scenario planning where required and preparing appropriate forecasts.
- Manage human resources to meet the company's objectives within the available funds.
- Keep abreast of changes in the arts and cultural environment and beyond to ensure Dance Umbrella maintains its role and relevance and maximises all available opportunities.

2. Financial management

- Plan, set and managed Dance Umbrella's financial plan and annual budget working with the Finance & General Manager to ensure accurate forecasting, reporting and continued financial viability.
- Oversee the annual audit with Finance & General Manager and the auditors.
- Work with Treasurer and Finance & General Manager to ensure appropriate financial procedures are in place, being developed, and regularly monitored including an annual Financial Risk Analysis

3. Management

- Provide strong line management to the team, including regular meetings, team events and performance management.
- Set the standard for internal communication across the team to ensure effective day to day operation of all aspects of Dance Umbrella's work.
- Agree continuous professional development priorities for all staff
- Lead on all recruitment with the Finance & General Manager ensuring the widest possible reach to build a diverse team and appropriate induction and management is in place.
- Ensure the working environment at DU is conducive to a happy, productive staff team

4. Development and Income Generation

- Develop and deliver a robust strategy for fund-raising and income generation, ensuring that appropriate targets are shared across the team.
- Identify and nurture new opportunities for income generation that will support current and future ambitions.
- Working closely with the Head of Development oversee and lead where appropriate on development of funding proposals, and cultivation and stewardship of major donors.
- Manage and enhance Dance Umbrella's key stakeholder relationship with Arts Council England
- Work with the Head of Development to ensure all fund-raising events are delivering to an excellent standard.
- Ensure all relationships are carefully managed, and act in the best interests of Dance Umbrella at all times.

5. Governance

- Together with the Artistic Director & CEO and Chair ensure there is an annual Board timetable in place.
- Ensure the substance of each Board meeting agenda is appropriate. Ensure all papers are produced to a high standard to inform decision making.
- Work with the Chair and Board Nominations Committee to identify, recruit and induct new Trustees.
- Proactively work with the Board to ensure their expertise is actively used.
- Ensure compliance with relevant regulatory requirements and legislation (either directly or through delegation).

6. Producing/Projects

- Lead on specific strategic projects in and out of festival time where appropriate and required.
- Support the team to maintain best practice in commissioning and contracting artists, teachers and collaborators, and lead on contractual negotiations and oversee contracts as and when appropriate.

7. Advocacy

- Act as Dance Umbrella's representative at and ambassador with major stakeholders and opinion formers at public functions, conferences and sector events
- Deputise for AD/CEO where appropriate and required
- Keep up to date with best practice in the sector
- Ensure diversity is considered in all aspects of work e.g. access to performances and programmes, recruitment procedures, audience development etc.

Person Specification

The candidate will be a senior manager in the arts with a track record in strategic planning, generating income and developing effective relationships.

Skills, Knowledge and Experience Essential:

- At least 5 years working in a senior management position within the cultural sector
- Ability to take a strategic, long-term view, while understanding the building blocks needed to achieve it
- Track record of taking financial responsibility for organisations and/or major projects, including setting and controlling budgets
- Track record in setting strategy and developing business plans
- Track record of successfully leading teams and/or managing staff
- Proven ability to fundraise through grant applications and individual donors, and generate income from a variety of sources
- Proven ability of working closely with Boards of Trustees
- An active commitment to equality of access and opportunity and generating a diverse and inclusive creative sector
- A diplomatic advocate, confident and articulate with excellent communication skills – in both written and oral form
- Ability to identify, secure and sustain a range of partnerships and networks
- Ability to inspire and motivate a team and win the respect of colleagues and external stakeholders
- Ability to represent the organisation to a broad range of stakeholders locally, nationally and internationally
- Understanding and appreciation of the contemporary arts scene in the UK
- Knowledge about current legislative framework and good practice guidance for charities and limited companies

Desirable:

- Understanding of the subsidised arts sector
- Understanding of London arts and culture scene and Dance Umbrella's role within it
- Specialist business expertise, knowledge and contacts