

## **Executive Director Job Description**

### **Overview**

The Executive Director's primary responsibility is to manage the Florida Ballet's strategic direction, day-to-day activities, and its resources according to the goals and policies established by the Board of Directors. Specifically, the Executive Director is responsible for financial oversight, general operations and administration, human resource management, public relations and development.

### **Essential Duties and Responsibilities**

- Provide practical oversight and direction for all areas of operation
- Oversee the daily organizational operations, including the periodic review and implementation of systems to ensure the most effective and efficient operations
- Formulate policy and planning recommendations for consideration by the Board
- Ensure the proper structure and staffing levels of the organization as well as appropriate supervision, development and support of staff
- Oversee financial matters and reporting requirements to ensure the protection of the organization's non-profit status
- Analyze and prepare short and long-term financial planning and budgets, including an annual budget to be approved by the Board.
- Review and develop organizational plans, procedures, performance measurements, and controls.
- Develop, oversee and ensure the accomplishment of goals developed in concert with the Board and aligned with the strategic direction of the organization
- Oversee and effectively manage all operations, human resources, and physical resources, according to authorized personnel policies and procedures, and in accordance with current laws and regulations
- Oversee and develop fund raising campaigns and events
- Ensure that all matters related to development and fundraising are carried out in an effective and efficient manner, including the administration of fundraising records and documentation
- Ensure that all fundraising, community activities, and other operations follow current laws and regulations regarding the organization's non-profit status
- Oversee all public relations activities and events. Establish of strong and current media relationships on behalf of the organization
- Review and develop appropriate promotional materials for use with clients, donors, and the community
- Develop and maintain relationships with key constituents including, but not limited to: parents, students and teachers, local media, board members and donors, community and arts partners
- Assure that the organization and its mission, programs, products, and services are consistently presented with a strong, positive image

### **Other Duties and Responsibilities**

- Communicate regularly with the Board and staff to ensure the Board is operating based on complete and up-to-date information
- Attend all required Board Meetings and present updates to the Board
- Coordinate with appropriate staff to ensure that all policies are implemented and carried out
- Prudently manage the organization's resources in accordance with all applicable laws and regulations
- Generate all artist contracts; review and execute all agreements, including but not limited to venue and vendor contracts
- Manage all artist documentation and materials, visas
- Manage all insurance policies – medical, workers compensation, general liability, property
- Facilitate building maintenance and repair
- Manage all facility rentals and schedules
- Oversee all grant preparation and reporting