



NEW VILLAGE ARTS

New Village Arts (NVA) is looking for a Managing Director!

NVA is a 22-year old arts organization located in North County San Diego that produces professional theatre, inclusive education experiences, music, visual art and more. Located at the Dea Hurston New Village Arts Center in Carlsbad, NVA is recognized as a regional leader in the arts in San Diego and for its leadership in equity, diversity and inclusion.

The mission of New Village Arts is to create adventurous artistic experiences to awaken the human spirit. We provide a collaborative and inspiring home for performing and visual artists; a forum for laughter, discussion, and deeper thinking within our community; and a training ground for future generations of art-makers and art-lovers.

Job Description

POSITION: Managing Director

REPORTS TO: NVA Board of Directors

SUMMARY: The Managing Director will partner with the Executive Artistic Director (EAD) and report to NVA's Board of Directors. Overall responsibilities include managing all administrative and financial functions as well as day-to-day operations. The Managing Director is expected to maximize earned and contributed revenue, recommend and manage the annual budget, maximize staff engagement and cultivate community relationships. The Managing Director will build the theatre's reputation as a cultural and educational hub for North San Diego County, and pursue the administrative, operational, and financial goals that will ensure the continued success of NVA.

DUTIES AND RESPONSIBILITIES:

Finance & Administration

- Provides fiscal and organizational leadership, including guidance to all administrative staff to maximize effectiveness and productivity.
- Works with EAD and Finance Committee to prepare and recommend to the board annual budget and provide cashflow projections based on historical data, current trends and goals set by the Board.
- Monitors NVA's financial position, prepares monthly reports for the Finance Committee, makes recommendations to the Board and takes action as appropriate.
- Ensures sound fiscal procedures are adhered to including preparing deposits and paying invoices; managing bank and investments accounts; managing grant accounts and fund raising accounting and reporting.
- In consultation with the Board, ensures all insurance policies meet requirements and needs.

- Hires, trains, and supervises staff, mobilizes volunteers, and manages the effective use of financial and technological resources needed to achieve the organization's goals and objectives.
- Supervises human resource policies, practices, and procedures with appropriate Board input and Director of Operations to ensure that they comply with state and federal employment laws and regulations.
- Establishes an administrative environment and decision-making process that promotes a positive working atmosphere and collegial staff relations.

Programs & Operations

- Manages staff to identify areas of possible expansion of programs and ventures, consistent with the budget and the goals established by the Board.
- Supervises negotiation of all contracts and agreements.
- Provides administrative oversight to assure NVA's employees, facilities, and systems are functioning at the highest level.
- Provides oversight and continued implementation of CRM – (currently Spektrix). Maximizes the potential of the platform to help evaluate programs and measure impact.

Fundraising & Development

- Leads fundraising efforts, working with the Board of Directors and others to identify new sources of funding and cultivate and recognize donors.
- Partners with the EAD for grant submission, budgeting and reporting.
- Manages Staff on donor events (including the annual Gala).
- Identifies prospects and tracks cultivation using CRM platforms (e.g. Spektrix).

Institutional Advancement & Community Relations

- Serves as a spokesperson to the community in articulating and advocating for the vision, mission and impact of NVA.
- Coordinates communication strategies and institutional branding efforts, and manages the creation and execution of marketing, public relations, and development plans and promotional materials.
- Develops and implements the long-term strategic plan and institutional brand building, in partnership with the staff and Board of Directors.
- Ensures that the appropriate business plan is in place to support the overall strategic mission, vision, values, and goals.
- Engages Board members to maximize their participation in NVA and their contribution toward its success and growth.
- Works with Board Leadership to identify, cultivate, and recruit new Board members.
- Plays an active role in the orientation and engagement of new and existing Board members.
- Advocates for NVA with the City of Carlsbad and the County of San Diego and other organizations.
- Prepares written and oral reports for presentation to the Board and its committees.

Our ideal candidate for Managing Director will:

.....bring energy and a well-rounded array of competencies to lead an effective management team that serves NVA's mission, vision, and goals. An inclusive and collaborative leader, the selected individual will demonstrate the ability to manage an organization and increase earned and contributed income and will possess exceptional organizational and communication skills. They will exhibit a strong passion for the arts/arts education and set and maintain a collaborative leadership model that strengthens the organization by creating positive relationships between the artistic and administrative sides of the company.

The Managing Director will also demonstrate the following qualities:

- **Diplomacy & Tact:** Maintains positive relationships with others through demonstrating fair treatment and respect for others, embracing diversity, and valuing differences.
- **Interpersonal Skills & Leadership:** Develops relationships in positive ways and works effectively with a wide range of people at varying levels of the organization to achieve results.
- **Motivation & Independence:** Is a highly motivated worker capable of being independent on projects while embracing a collaborative environment.
- **Personal Accountability:** Embraces their ownership of personal actions and professional decisions.
- **Customer Focus:** Consistently places a high value on donors, community partners, volunteers, Board members, and staff. Objectively listens to, understands, and represents stakeholder feedback, anticipates community needs, and develops appropriate solutions.

Experience in theater and nonprofit organizations is viewed as a plus.

Don't check off every box in the requirements listed above? Please apply anyway!

New Village Arts is an Equal Opportunity employer and values a diverse workforce.

Requirements: QuickBooks, Excel, Spektrix software, working knowledge of financial and management principles.

Classification: The Managing Director is a Regular Full-Time salaried, exempt position

Compensation: Salary range for this position is \$60,000 to \$70,000. Benefits include medical insurance, 12 paid holidays per year, professional development opportunities, and 2 weeks paid vacation.