

PACIFIC BALLROOM DANCE

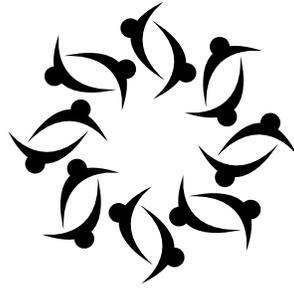


EXECUTIVE DIRECTOR

S E A R C H P R O F I L E



L E A D I N T O T H E F U T U R E



PACIFIC BALLROOM DANCE

**BUILDING CHARACTER IN YOUTH BY PROVIDING A
POSITIVE BALLROOM DANCE EXPERIENCE**



Pacific Ballroom Dance is seeking a new leader to build on the successes of the past sixteen years as our current Executive Director relocates. The ideal candidate will have strong skills in nonprofit enterprise, a focus on the arts, and strong relationship building skills.

The mission of Pacific Ballroom Dance is to build character in youth by providing a positive ballroom dance experience. It is our vision to provide youth with a positive artistic, social, and athletic experience designed to help them be productive community members. All that we do is grounded in our values of inclusiveness, teamwork, dedication, fitness, leadership, respect, and excellence.

PBD is led by a committed Board of Directors with a staff of nineteen, primarily part-time employees, reporting to the Executive Director. Annual revenue in FY 18-19 was \$800,000 with 83% being earned income.

Pacific Ballroom Dance engages students in Pierce and King Counties of Washington State. Located in Auburn, PBD seeks to expand its reach beyond its current service area, primarily through its Dancing Classrooms program.



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STRATEGIC PLAN

Opportunities for the future of PBD include program expansion throughout the region, increasing charitable giving, and strengthening the diversity of our organization.

OUR STRATEGIC PLAN FOR 2017-2021 IS FOCUSED ON ACHIEVEMENT OF THESE GOALS:

Continuously improve the quality of all programs

Grow our student population in size and diversity

Cultivate joyful philanthropy through a comprehensive fund development program

Create broad awareness of the work of Pacific Ballroom Dance throughout the Pacific Northwest

Enrich the governance of Pacific Ballroom Dance leading to an engaged, excited, and joyful board, fulfilled by service and the ability to carry out its role of providing strategic policy direction and fiscal oversight.



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STUDENT COMMENTS UNDERScore THE VALUE OF PBD'S PROGRAMMING

"Dance has given me the confidence in who I am and a place I can be myself and know that I am important and loved for who I am."

"Being a member of a team has helped me to understand the importance of leadership."

"I am more confident with my body and what I can do. It helps me in almost every area of my life. I stand up straighter.... I am not afraid to talk to new people or get to know people. And I'm not afraid to just get up and dance."

"I have learned I have a responsibility to my team. My actions don't just affect me but everyone on the team as well."

"Being on a team has helped me to learn to listen to others' ideas and accept them even when they do not match my own."

"I find it liberating to express, through dance, parts of me that people would otherwise never see."

"...sharing the work and the credit with my team, calmly facing challenges as they arise, encouraging and accepting others, and believing in myself and my teammates has allowed me to broaden my perspective."



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POSITION, RESPONSIBILITIES, COMPENSATION

Reporting to the Board of directors, the Executive Director (ED) has overall strategic and operational responsibility for PBD's staff, programs, expansion, and execution of the mission.

LEADERSHIP & MANAGEMENT

- Ensure ongoing local programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize Pacific Ballroom Dance's volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong board of directors; serve as ex-officio, non-voting member of the Board and each committee; seek and build board involvement with strategic direction for ongoing local operations
- Lead, coach, develop, and retain Pacific Ballroom's management team
- Ensure effective systems to track progress, and regularly evaluate program components so as to measure successes that can be effectively communicated to the board, funders, and other constituents

FUNDRAISING & COMMUNICATIONS:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion
- Support the Board in their work to generate charitable resources
- Deepen and refine all aspects of communications with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities



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PLANNING & NEW BUSINESS

- Work with the board to develop, update and implement the strategic plan
- Build partnerships in the region, especially those that will support program expansion

QUALIFICATIONS

The ED will be thoroughly committed to Pacific Ballroom Dance's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree, with at least 6 years of non-profit management experience
- Unwavering commitment to quality programs and program evaluation
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills
- Excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, with an innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

COMPENSATION & BENEFITS

The salary range for the position is \$65,000 to \$68,000. Benefits include generous vacation and sick leave, flexible hours, and health insurance.



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APPLICATION PROCESS

The position will be open until filled. The planned start date for the new Executive Director is in late April or early May 2020. Application review will begin immediately. The first round of candidates will be selected in late January and early February.

To be considered for the position, please submit a detailed letter of interest (no more than two pages) addressing your qualifications for the position as described in this profile, along with your resume.

If you are selected for consideration, you may be asked to provide additional information. You will be asked to provide the names and contact information for three references who have current or recent knowledge of you as a supervisor, a co-worker, and a direct report.

Submit your application to liz@soundnonprofits.com. Candidates submitting their complete application package by **January 31, 2020**, will be given first consideration.

Do not call Pacific Ballroom Dance regarding this position, and do not submit your application to them. If you have questions, call our Search Consultant, **Liz Heath**, at **253-381-9654**.

Pacific Ballroom Dance is an Equal Opportunity Employer. PBD does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.