

## Tennessee Association of Dance

### Executive Director

The Executive Director of the Tennessee Association of Dance (TAD) is responsible for the development, oversight and implementation of all Association programs including the administration of general operations and fiscal management of the organization. The Executive Director reports to the President of the Board of Directors. This position is part-time with the possibility of growth to a full-time position depending on the funding on the organization.

#### **Responsibilities**

**Programming:** The Executive Director designs and implements all TAD programs and events. Currently, TAD offers an annual Tennessee Dance Festival, a bi-annual Professional Dance Summit, several fundraising events and oversees multiple dance performances embedded within these events. The Executive Director also has oversight of the scholarship program and statewide awards program.

**Development:** The Executive Director works with the board development committee on prospect research and major gift solicitations, oversees smaller fundraising efforts of the committee and assists the committee as necessary. Additionally, the Executive Director submits all appropriate grant applications and reports, in a timely and accurate manner, to all granting organizations.

**Strategic Plan:** The Executive Director oversees the organization's strategic plan through the development of annual goals and objectives, assists in the implementation of the goals, and as appropriate, leads the development of new long-range plans.

**Advocacy:** The Executive Director serves as the TAD central point of contact with the appropriate agencies and organizations including but not limited to the Tennessee Arts Commission, Tennessee Performing Arts Centers, Southern Arts Federation, National Endowment for the Arts, local arts councils, dance organizations, and educational institutions—public, private, secondary, and post-secondary. The Executive Director represents the organization at appropriate functions.

**Minimum Qualifications:** The Executive Director should hold at least a bachelor's degree and have prior experience with non-profit management, grant writing and reporting, budget management, supervision of staff, event planning/execution, and marketing. The Executive Director should be comfortable using the Microsoft Office suite, have experience with web research, and social media outlets.

**Preferred Qualifications:** Web design, fundraising campaign development, knowledge of Tennessee dance organizations,

(TAD) is a statewide network of organizations and individuals dedicated to artistic excellence and committed to ensuring that dance is a vital and respected part of life for all Tennesseans. TAD provides services that support communication, fellowship, advocacy, leadership, and education for a broad-based dance constituency.

The Tennessee Association of Dance was chartered in 1971 to encourage and support the development of dance in Tennessee. TAD serves as a central source of information for Tennessee's dance constituencies. We report dance activities, employment opportunities, auditions, master classes and workshops, as well as issues of local and national importance to the field. TAD is committed to providing equal opportunity for all employees, applicants for employment, recipients of services and benefits of the Association and participants of programs sponsored by the Association without prejudice in regard to race, color or national origin.

TAD pays FICA and Social Security as required by law.

To apply for the position, please send your letter of interest and resume to:  
**TAD; P.O. Box 4368; Chattanooga, TN 37405**