



890 Broadway, Fifth Floor, New York, NY 10003 212 677 8560

280 Broadway (enter at 53A Chambers Street), New York, NY 10007 646 837 6809

[www.gibneydance.org](http://www.gibneydance.org)

## GENERAL MANAGER POSITION DESCRIPTION

The General Manager (“GM”) is responsible for advancing the organization’s mission by planning and orchestrating the complex day-to-day administration of the organization. With an emphasis on financial planning and management, this position serves to enhance the artistic and programmatic vision of the organization with operational, financial and human resources systems. This position is a significant opportunity for an experienced professional to maximize and strengthen the internal capacity of a well respected and growing organization. Coming into Gibney Dance during a period of extraordinary growth and change, the GM supports an organization that has maintained a steadfast commitment to its core values of inclusivity, innovation, collaboration, entrepreneurship and connection to community.

The GM is a strategic thought-partner reporting to the Artistic Director and CEO Gina Gibney (“AD/CEO”). Serving as the second in authority in the organization’s administration, the GM works closely with the senior leadership team. The GM manages the full administrative staff, including **Finance, Operations & Facilities, IT, Strategic Partnerships & Rentals, and Human Resources.**

### PRIMARY FUNCTIONS

The GM provides guidance and direction to a growing staff, develop adequate infrastructure to support programmatic goals, and generally guide the organization through continued growth. The GM oversees all administrative and financial functions of the organization, working closely with the CEO to develop and oversee the execution of the annual budget. Working in a highly entrepreneurial environment, the GM executes strategies to increase earned revenue and build the organization’s balance sheet and overall financial health.

At the same time, the GM keeps a sharp eye on mission, and ensures that the organization strikes a balance between service to the field and sustainability. The GM develops, implements and monitors yearly and long-term financial models and budgets, and nurtures the entrepreneurial spirit of the organization, while maintaining rigorous financial management practices and a high degree of organizational stability. The GM ensures that the requisite funds are available to support both growth and qualitative development of artistic and community-based programs and services.

The GM is a strategic and participative manager and leads and develops internal teams to support the following areas:

- Financial Management
- Operations and Facilities
- General Administration
- Staff Management and Human Resources
- IT



## **RESPONSIBILITIES**

### **Financial Management**

- Monitor the budget and business plans and guide the organization toward financial health; analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments; and oversee all financial, program/project and grants accounting
- Provide fiscal and organizational leadership, including guidance to all department heads to maximize staff effectiveness and productivity
- Supervise Gibney's treasury function and manage all external banking and investment relationships
- Supervise payroll and manage the relationship with payroll service (currently ADP) and supervise and streamline the flow of data from the payroll service into the accounting software
- Actively supervise Gibney's outsourced controller and the internal finance team
- Supervise the finance team to ensure that all finance processes are carried out smoothly and effectively
- Collaborate with AD/CEO and senior staff to develop annual budgets and cash-flow projections for Finance Committee review and approval; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status
- Monitor the organization's financial position and make recommendations to the AD/CEO; manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management reporting system; ensure that the contract billing/collection or payment schedules are adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- Effectively communicate and present the critical financial matters to the Board of Directors; coordinate and lead the annual audit process, liaise with external auditors and the finance and audit committees of the Board of Directors



## **Operations and Facilities**

- Orchestrate and lead the day-to-day operations and programs of Gibney Dance in a professional and efficient manner
- Oversee the day-to-day operation and security of two facilities
- Ensure that the operational and facilities needs of a robust roster of program are met
- Create and monitor strategic earned income goals associated with facility rentals
- Participate in increasing all levels of earned income through the creation of strategic goals, business development efforts and the development of new partnerships
- Review and negotiate contracts in consultation with a pro bono General Counsel and legal team
- Act as primary liaison with Gibney Dance's landlords (and subtenants) lease-related issues

## **General Administration**

The GM works to manage and improve processes and policies. Specific responsibilities include:

- Oversee all day to day administration for Gibney Dance to promote smooth and streamlined business operations, and ensure that the administrative offices fully support a productive working environment
- Develop and implement procedures and systems that align with organizational programs, priorities and strategies
- Promote organizational cohesiveness during growth and expansion and cultivate and environment of cooperation, communication, and inter-connection among departments and program areas
- Manage daily office operations and develop and oversee office standard operating procedures
- Work closely and transparently with all external parties, including third-party vendors and consultants
- Oversee information technology and server administration, manage phone system and evaluate information systems
- Work closely with the General Counsel to support the development and implementation of a



contracts management process that catalogues all of the organization's contracts, tracks the internal approvals for each contract, and tracks compliance, deliverables, and term expirations and renewals

## **Staff Management and Human Resources**

The GM reviews management team roles and responsibilities with the AD/CEO periodically and makes recommendations regarding the most efficient and effective operating structure.

The GM is responsible to:

- Further develop Gibney Dance's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting
- Hire, train and supervise administrative staff, mobilize volunteers and oversee the effective use of financial and technological resources needed to achieve the organization's goals and objectives; ensure that recruiting process are consistent, streamlined and equitable
- Monitor employee performance against objectives, while mentoring, guiding and providing appropriate leadership
- Evaluate human resource policies, practices and procedures with appropriate Board input to ensure that GD complies with state and federal employment laws and regulations
- Establish and manage a comprehensive training program to education employees regarding staff tools, policies and procedures
- Establish an administrative environment and decision-making process that promotes a positive working atmosphere and collegial staff relations; is responsible for developing and enforcing policies and procedures that ensure employee safety, welfare, wellness and health

The GM works to create an employee-oriented company culture that emphasizes quality, continuous improvement, high performance and ongoing personal development.

## **QUALIFICATIONS AND EXPERIENCE**

The model GM candidate will possess the following experience and qualifications:

- Minimum of a BA, ideally with an MBA, or related degree
- At least 8-10 years of overall professional experience in the nonprofit sector, ideally 6 or more years



of direct responsibility for the financial and operational management of an organization

- A strong background in nonprofit finance is imperative
- Extensive experience in staff management
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either comparable organization, and has overseen the operation of a facility
- A strong track record in grants management and earned income administration
- The ability to executive strategic direction, implement business plans, and engage and activate all constituencies
- A proven track record as a clear and effective communicator and compelling spokes person for Gibney Dance with constituencies, both internal and external
- Technology savvy with experience selecting and overseeing software selection and implementation; strong knowledge of accounting and reporting software

Gibney Dance's GM will be:

- Committed to Gibney Dance's artistic mission, with extensive experience and an a strong commitment to the performing arts field
- A disciplined and decisive individual; a multi-tasker with the ability to wear many hats in a fast-paced environment
- An individual with excellent communication and relationship building skills and an ability to prioritize, negotiate and work with a variety of internal and external stakeholders; ideally with experience working at the Board of Directors level
- A clear and confident leader who inspires others to do their best work and is willing to listen to and account for a diversity of opinions and approaches



## APPLICATION GUIDANCE NOTES

### Posting Date: October 14, 2016

Deadline for submissions is open. Prompt submission is strongly encouraged.  
Salary commensurate with experience.

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to **GM@gibneydance.org**. Include "General Manager" as the email's subject line. Submissions must include:

- (1) A substantive cover letter including the following information: your interest in the position and the organization, evidence of the required experience (as outlined in the job description under "Qualifications and Experience"), the date you are available to start, and contact information for three professional references.
- (2) A résumé outlining your educational and professional experience and salary history.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please.

Prospective applicants are strongly encouraged to review our website at [www.gibneydance.org](http://www.gibneydance.org) before submitting materials for consideration. Gibney Dance will not consider submissions from applicants that do not have the required experience. Gibney Dance will not consider submissions through employment agencies or online services.

### Diversity and Data Protection

Gibney Dance encourages applications from diverse backgrounds to apply. We seek to create an equitable, inclusive and diverse workplace representative of the core values of our organization. Gibney Dance is an equal opportunity employer. We do not unlawfully discriminate on the basis of race, ethnicity, color, gender identity, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, legally protected medical condition including pregnancy, childbirth, or related condition, family care status, veteran status, marital status, genetic information or any other basis.

Your application materials will be held securely and access limited only to those involved in the recruitment process. Your application form will be kept on file for three months after the closing date and destroyed no later than six months after the closing date.



## ABOUT GIBNEY DANCE

Gibney Dance is a groundbreaking organization whose mission is to bring the power of movement where it would not otherwise exist. Its vision is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation through its interrelated fields of action—Center, Company, and Community Action.

Founded in 1991 as a performing and social action dance company, Gibney Dance is noted a sustainable business model that leverages earned income to support two performing arts facilities, a full-time dance company, and thriving social action programs. Under a clearly articulated strategic vision, Gibney Dance has significantly enhanced its reputation as one of the City's premiere creative centers, and continues to attract attention across all levels of stakeholders in the non-profit arts community.

Over the past five years, Gibney Dance has experienced phenomenal expansion and growth through the establishment of an integrated complex of sixteen spacious studios. Today, Gibney Dance Centers are the creative hub for the NYC dance and performing arts community, operating a comprehensive roster of programs and services, as well as cultivating and maintaining partnerships with some of the country's most renowned and respected artists, presenters, and social service organizations.

Gibney Dance is an artist founded and driven organization. The culture of Gibney Dance is collaborative, entrepreneurial, fast paced and agile. With emphasis on technology, process improvement and training, the organization manages to accomplish extraordinary goals efficiently. The working environment is open and transparent, and the small staff – comprised almost exclusively of dance practitioners – are devoted, driven and focused on service to the dance field and larger community. The organization values diligence, resourcefulness, efficiency and innovation. Due to the complexity of the organization, entry level positions and internships are regarded as a prime learning opportunity and training ground for aspiring arts administrators. The Gibney culture is dynamic, collaborative and community-focused.

Gibney Dance is located on the Fifth Floor of the historic 890 Broadway Building, a long-time home to the performing arts community, and in the Sun Building at 280 Broadway in Lower Manhattan. Steward of 16 expansive studio spaces that are bustling with rehearsals and other artistic programs, the organization anticipates continued growth through a planned "Next Phase Expansion" at 280 Broadway. Gibney Dance currently has 15 full time and 19 part time administrative employees, a full-time 6-member dance company, and 26 interns. The organization has a dynamic 19-member Board of Directors with strong corporate connections. Throughout the history of the organization, the Board has provided a high degree of stability and engagement, and strategic Board development has resulted in a recent infusion of new talent and vitality. The Fiscal 2016 budget was approximately \$4.5 million, of which 55% was earned income and 45% was contributed. The organization was founded and continues to be led by Artistic Director and CEO Gina Gibney.



## PROGRAMS

Founded in 1991, as Gina Gibney Dance, Inc., the organization has become a successful multifaceted nonprofit that includes the following:

- **Gibney Dance Center:** Gibney Dance Centers are a powerhouse of cultural support for the performing arts community and New York City itself. In 1991, Gibney Dance began leasing a studio in the historic 890 Broadway building to house Company rehearsals, and by 2011 the organization's presence at that location had expanded to comprise an expansive eight-studio creative center. Today, the organization directs a two-facility performing arts complex: the Choreographic Center at 890 Broadway and the Agnes Varis Performing Arts Center at 280 Broadway. These remarkable spaces house a robust roster of events designed to meet the needs of the dance field and audiences by fostering the creative process, encouraging dialogue and providing professional development opportunities. New programming is highlighted by: Dance in Process (DiP), a residency program funded by The Andrew W. Mellon Foundation that provides continuous access to space and resources for mid-career NYC artists; the Digital Technology Initiative that infuses technical resources and support into every aspect of the artistic process; and a thriving Training and Education program.
- The formation of the Centers, supported by such notable organizations as The Andrew W. Mellon Foundation, Booth Ferris Foundation, The Howard Gilman Foundation, LuEsther T. Mertz Charitable Trust, Mertz Gilmore Foundation, the New York Community Trust, and the City itself, resulted in a space and community dedicated to supporting the creative process of dance and other art forms. By offering high-quality classes, resources and workspace at affordable rates to the dance and arts community while developing fresh and innovative programming for the cultural field, Gibney provides a focused and lively work environment that supports both process and product. Gibney has created a home for artists that is ever welcoming, encompassing and supportive across all genres, career levels and artistic visions.
- **Gibney Dance Company:** The Center's acclaimed resident dance ensemble, led by choreographer Gina Gibney, was founded in 1991. The Company has steadily developed its reputation for excellence, building a repertory of over thirty works. Now, in celebration of 25 years of achievement, Gibney Dance has re-envisioned its Company, empowering its dancers as both artists and activists. Known as Artistic Associates, these dedicated partners advance the quality of the organization's artistry through performance, and deepen its community engagement through administrative fellowships, serving as advocates for pressing issues in the dance field.
- **Community Action:** This highly respected program is on the leading edge of mobilizing the arts to address social justice issues through multiple platforms, including Movement Workshops and prevention programs for domestic violence survivors and their families; Global Community Action Residencies that share the program's model and practices internationally; the Community Action Hub at 280 Broadway and its resources for social change-minded artists; and Advocacy Initiatives that spread awareness and mobilize artists to respond to social issues.