



# **GIBNEY**

## **ADMINISTRATIVE DIRECTOR**

### **HANDS ARE FOR HOLDING**

#### **JOB DESCRIPTION - OCTOBER 2019**

The mission of Gibney is to tap into the vast potential of movement, creativity and performance to effect social change and personal transformation. Gibney's vision is to deploy resources and bring together disparate communities to ignite a cultural renaissance that has ripple effects far beyond the studio and stage. Gibney values:

- Respect – we are inclusive, courteous, and thoughtful
- Advocacy – we are supportive, principled, and catalytic
- Responsibility – we are collaborative, responsive, and empowering
- Action – we are resourceful, proactive, and entrepreneurial

These values are intrinsic to Gibney and guide how we work together and interact with our core audiences.

### **POSITION SUMMARY**

Hands are for Holding is a cornerstone of Gibney Dance's Community Action work. This in-school assembly and residency program uses dance to spark reflection and encourage conversations about bullying, social isolation, boundaries, and consent—and the difference between healthy and unhealthy relationships. Offered in partnership with Day One and Mayor's Office to End Domestic and Gender-Based Violence, Hands are for Holding assemblies catalyze reflection and awareness about interpersonal dynamics through a combination of performance and facilitated discussion led by social workers. Hands are for Holding residencies extend and leverage the impact of the assembly model, by offering school communities, including students, teachers, and parents, a more comprehensive exploration on the themes of unhealthy and healthy relationships.

Since 2014, this New York City-based program has grown steadily and currently reaches 10,000 students annually. Over **28,000** New York City young people have experienced Hands are for Holding to date, across all five boroughs, and Gibney is committed to the continued growth of this vital in-school program.

Gibney is looking for a skilled Administrative Director (AD) who is passionate about social justice issues, well-versed in partnership-building, holds experience within the school system and/or in working with the school system, can infuse racial and gender equity more deeply

across our programs, and is eager to work with some of the smartest organizers and strategists to take Hands are for Holding to the next level. This seasoned leader will provide strategic oversight of the development and expansion of Gibney's Hands are for Holding program, including collaborating with program and executive staff to strengthen and build upon the current model and foster new ideas. The AD will oversee a dynamic and passionate team of Community Actionists, the Community Action Manager, and the Community Action Artistic Manager.

The AD is a field leader, advocate, and spokesperson for racial, gender, and social justice and coalition building work to lead Hands are for Holding onto its next stage of evolution—reaching more students across more schools locally, regionally, and nationally. Ideal candidates are energized to operate in complex and complicated environments. They also excel in managing change in a fast-paced social, political, and cultural landscape, and bring significant experience in organization building, educational programming, and advancement.

Reporting to the CEO & Artistic Director, the AD will implement and evolve the strategic vision for the Hands are for Holding model, continue to build out the Hands are for Holding infrastructure, expand and diversify philanthropic revenue opportunities, lead and support a diverse team, and establish and nurture relationships with partner organizations, school social workers, principals, and the DOE. As was the case with Hands are for Holding's founding, this moment calls for racial and social justice advocacy inspired by the fierce urgency of now.

## **RESPONSIBILITIES**

### **LEADERSHIP & MANAGEMENT**

- Contributes to the overall leadership of Gibney as a member of the Senior Staff.
- Prepares and implements needs assessments, annual goals, and long-term plans to ensure the impact and quality of social justice campaigns and programs.
- Identifies opportunities for cross-programmatic collaboration, designs strategies to implement Hands are for Holding's vision, and ensures that Hands are for Holding's programs and campaigns are aligned with capacity, resources, development/fundraising efforts, Hands are for Holding values, including a commitment to racial equity and other organizational priorities.
- Builds, manages, mentors, and inspires an extraordinary team of change-makers; fosters a spirit of collaboration, innovation, and learning across the Community Action department; and ensures that every program has clear goals, vision, direction, monitoring, and evaluation.



- Supports Hands are for Holding's fundraising efforts, working with the development team to assist in the design of program proposals, monitoring program data and analysis, reporting to funders on accomplishments, and collaborating in donor outreach.
- Utilizes advocacy tools to advance our ambitious racial and social justice agenda, including research, analysis and writing, public education, grassroots organizing, communication, the development of pilot programs, and legislative strategies.
- Serves as a public spokesperson for Hands are for Holding on racial and social justice issues, engages in public speaking, and participates in public education activities to articulate Gibney's' views on a broad range of racial and social justice issues to the public and various stakeholder constituencies.
- Forms and maintains relationships with partners, including other arts organizations, non-profits, schools, the DOE, legal service agencies, community-based organizations, etc.
- Collaborates with the Director of Marketing to integrate policy and promote Hands are for Holding programs through social media, public education materials, talking points, press releases, etc.

## COMMUNITY ORGANIZING

- Coordinates with Development to implement strategic social justice campaign initiatives as part of the annual contributed income strategy.
- Oversees campaign organizing, including driving volunteer and advocate recruitment, public affairs, and mobilization efforts across the NY metropolitan and Long Island areas that can be replicated across the country and feed into the broader strategic goals of the organization.
- Analyzes and responds to governmental policies and trends.
- Builds strategic partnerships and alliances with organizations and leaders across the field.

## DYNAMIC PROGRAM EXPANSION

- Implements an ambitious Hand are for Holding Five-Year Expansion Plan
- Creates and grows a network of members, key leaders, school contacts, social workers, and advocates to respond to critical advocacy actions.
- Creates and engages in meaningful coalition work, cultivating new and existing partner organizations and partner schools.
- Monitors social justice related issues and identifies opportunities to maximize Hands are for Holding's impact, consistent with our mission, vision, strategic plan, and program priorities.
- Assists the Director of Marketing to identify opportunities to amplify Hands are for Holding's work and messages and ways to make the Hands are for Holding resources accessible to participating school communities



- Creates and revises curricula and training materials to be culturally responsive, engaging, and relevant.
- Conducts assessments and observations of Hands are for Holding programs and provides feedback to Community Actionists.
- Analyzes data from partner organizations and partner schools to improve Hands are for Holding assemblies.
- Builds strategic alliances with organizations and individuals to advance Hands are for Holding's vision, engage on shared priorities, and exchange knowledge and information in support of Hands are for Holding's programs and initiatives.
- Serves on the Council for Community Action as the Hands are for Holding liaison, prepares materials, and collaboratively works with members on integrating their ideas and galvanizing their support around the expansion and visibility of Hands are for Holding.

#### PROGRAM FACILITATION

- Drafts content (talking points, social media posts, etc.) related to campaign initiatives and key social justice issues.
- Represents Hands are for Holding in external coalitions, conferences, movement strategy meetings, with funders, and with external partners as needed.
- Recruits and builds relationships with schools and provides feedback for ongoing support.
- Executes ongoing communication and troubleshoots issues to ensure the programming is running effectively.
- Coordinates program evaluations and maintains accurate records for grant reporting purposes.
- Coordinates external stakeholder visits to see the in-school program in action.
- Plans and manages programs and assemblies in all partner cities.
- Writes end-of-year program and assemblies report.

#### OTHER

Gibney is a growing organization and employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.

#### NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding, with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting a position at Gibney.

## QUALIFICATIONS

The model Administrative Director of Hands are for Holding candidate will possess the following experience and qualifications:

- A Bachelor's degree and/or equivalent experience. Master's preferred.
- 8+ of leadership and operational experience in a non-profit, arts-related organization, preferably in dance/performing arts.
- At least 5 years leading, building, and developing teams in a growing, mission-driven organization.
- Public school system experience and/or in-school programming experience is highly preferred.
- Professional and ethical work behavior with ability to maintain the highest level of confidentiality.
- Strong track record of strategic development of long-term policy planning.
- Significant racial justice and racial discrimination advocacy.
- An ability to develop and implement multi-faceted campaigns that include public education, advocacy, and media outreach.
- Ability to work effectively with diverse coalitions and community groups, particularly of color, and to work across political ideology, race, ethnicity, socioeconomic circumstances, religion, gender, sexual orientation, and religion.
- Passion for and knowledge of racial and social justice, and a familiarity with the work and goals of Hands are for Holding.
- Ability to listen, coach, and support people to achieve shared goals.
- Excellent research and writing skills; superior attention to detail. Ability to work on multiple projects simultaneously; good problem-solving skills; a positive professional attitude with excellent judgment, flexibility, determination, and grace in a high-pressure environment.
- Integrity, honesty, and a balanced, non-partisan approach.
- A demonstrated commitment to dismantling racism and injustices wherever they exist; sophisticated anti-oppressive, intersectional analysis with a focus on anti-racism and racial equity.
- Proven ability to design, operationalize, and implement a strategic plan with built-in accountability measures.
- Track record raising resources, developing partnerships, and diversifying funding.
- Strong facilitation skills to lead deep, engaging discussions while managing conflict and encouraging growth.
- Capacity to make difficult decisions quickly.
- Demonstrated commitment to access, diversity, equity, inclusion, and social justice.
- Exceptionally strong skills in dialogue facilitation, organizational management, community building, relationship management, deep listening, public speaking, and professional writing.



890 BROADWAY  
FIFTH FLOOR  
NEW YORK, NY 10003  
TEL: 212 677 8560

280 BROADWAY  
ENTER 53A CHAMBERS  
NEW YORK, NY 10007  
TEL: 646 837 6809

- Strong proficiency with intersectionality and experience serving and supporting LGBTQ+ and people of color with multiple marginalized identities.
- Experience developing learning outcomes and assessment tools for programs.

## **APPLICATION INSTRUCTIONS**

To be considered for the position, please email a cover letter including salary requirement and résumé to:

Camille Byers  
Deputy Director of Human Resources & Culture  
camille@gibneydance.org

Please include "Administrative Director of Hands are for Holding" as the email's subject line.

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 encouraged to review Gibney's website at [www.gibneydance.org](http://www.gibneydance.org) and Gibney's Community Action webpage at [www.gibneydance.org/community-action/](http://www.gibneydance.org/community-action/) before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.

## **EQUAL OPPORTUNITY STATEMENT**

Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.