



## Queer Theatre Kalamazoo Managing Director Job Description

### **About the Opportunity**

The Managing Director is responsible for the administration and fiscal leadership of Queer Theatre Kalamazoo (QTK). This includes advancing QTK's innovative cultural vision, managing a strategic work plan, and implementing all fund development activities as part of the overall management of the organization. The Managing Director reports to QTK's Board of Directors and works in shared leadership with the Artistic Director.

Initially, the Managing Director will be expected to work approximately 20 hours a month at \$21/hour, with an additional \$1,000.00 to be paid at the conclusion of a six-month, renewable contract.

### **MANAGING DIRECTOR RESPONSIBILITIES:**

#### **Strategic Activities**

- Facilitates and collaborates with the Artistic Director and Board of Directors on the theatre's mission, vision and strategy, and in setting goals for productivity and funding.
- Leads the development and implementation of an annual work plan for QTK, and oversees long-range strategic planning, including stewardship of QTK's human, financial, facility, and technological resources.
- Develops and maintains positive relationships and/or strategic partnerships with local arts, funding, business, and educational communities to deliver relevant and timely programming to diverse communities throughout the region.

#### **Stakeholder Engagement & Fundraising**

- Creates and implements QTK's development plan including individual giving, sponsorships, and all grantwriting for the organization.
- Promotes fiscal transparency and demonstrates open communication among internal and external stakeholders.

#### **Governance**

- Engages Board members to maximize their collective and individual contributions toward the success of the organization.
- Develops strategies for effective onboarding, evaluation, rotation, and celebration of the Board.
- Prepares and delivers finance and development reports to the Board of Directors in partnership with the Board Treasurer.

#### **Fiscal & Administrative**

- Manages the allocation of funds, annual budgets, and cash-flow projections in partnership with the Board Treasurer.
- Hires, trains, and supervises administrative staff, mobilizes volunteers, and oversees the effective use of resources needed to achieve the organization's goals and objectives.
- Creates all organizational policies, practices, and procedures to ensure that they comply with state and federal employment laws and regulations.

**Position Requirements**

- Experience with editing and creative writing
- 2 years of business and/or nonprofit experience
- Proficiency in internet usage and email communication including proficiency or ability to gain proficiency in Google applications
- Commitment to data-driven evaluation
- Experience managing multiple tasks and projects while working under time constraints
- Strong organizational and administration skills
- Preference for self-starting work environment

**Preferred Qualifications**

- 2+ years grantwriting experience
- Proficient in Google applications
- Experience volunteering or working in arts administration or development

**TO APPLY**

Submit a cover letter and resume to [board@queertk.org](mailto:board@queertk.org) and direct questions to this email as well. Applications will be reviewed on a rolling basis and are due by 11:59pm on May 22, 2022. Within 24 hours of receipt, applicants will receive a confirmation email that their materials have been received and all will be notified of their application status by May 25, 2022.