



## Executive Director

### Essential Job Functions and Responsibilities

The Executive Director serves as the strategic leader of Eugene Ballet and Academy, responsible for the visionary leadership, strategy development, fundraising and financial oversight, and operational management of the organization. This role reports to the Board of Directors and collaborates closely with the Artistic Director to ensure continued growth, operational health, and mission fulfillment.

### Leadership and Strategic Vision

- Develop and implement the organization's strategic plan, ensuring alignment with Eugene Ballet and Academy mission and vision. Act as the public face of the organization and advocate for its interests.
- Promote a collaborative and transparent culture aligned with the Ballet's vision and mission.

### Financial Oversight

- Develop and manage the profit and loss, annual operating budget, and long-term fiscal planning.
- Drive earned and contributed income with support from the Marketing and Development team.
- Identify and grow new revenue streams.
- Maintain financial stability and stewardship of all organizational assets.
- Ensure integrity of financial operations including reporting, audits, and controls.
- Ensure preparation of timely financial documents: balance sheets, profit/loss reports, and cash flow projections. Assist Finance Manager by providing direct support to outside CPA and auditing firms.

### Fundraising and Donor Engagement

- Vigorously and enthusiastically lead fundraising initiatives and develop resources to ensure the financial health of Eugene Ballet including growth of donor and patron base; inspirational, new and innovative campaigns and events; endowment development and growth; grant applications and stewardship; and funding and partnerships for our community outreach programs.
- The Executive Director will have an expectation to raise approximately three times the ED salary annually.

### Community Engagement

- Establish and maintain Eugene Ballet as a trusted organization and valuable partner throughout the community and the region.
- Cultivate strategic partnerships and lead community outreach initiatives, with a strong focus on Eugene Ballet's *Access to Dance* program.
- Represent Eugene Ballet and Eugene's leading arts organization through service on local and regional arts advocacy boards such as the Cultural Advocacy Coalition of Oregon.
- Engage with local government and civic arts and cultural initiatives through committee involvement such as City of Eugene's Library, Recreation, and Cultural Services (LRCS) Strategic Planning, Eugene Springfield Arts Advocacy Caucus, and hiring committees for key City of Eugene's LRCS administrative positions.
- Regularly meet with Hult Center administrators, Hult Center Resident Companies, and leading regional arts and culture organizations to maintain respectful and collaborative working relationships.

### Staff Development

- Recruit, train, and manage staff and volunteers, promoting a positive organizational culture and ensuring alignment with the organization's values.
- Directly manage all functions that report to the Executive Director including Marketing, Development, Finance, Production, and Operations.
- In collaboration with the Artistic and Academy Directors, develop processes and oversee appropriate HR functions within the organization including an annual performance review process, management of contracts, employee benefits packages and workers' compensation claims.
- Collaborate with the Academy Director to grow enrollment, programming, and student engagement, and support school administration, staff, and budgeting.



## Board of Directors Relations

- Work closely with the Board of Directors to fulfill the organization's mission. Provide timely and accurate information to the board for informed decision making.

## About Eugene Ballet and Eugene Ballet Academy

Over the past 45 years, Eugene Ballet, as the leading professional residential ballet company in Eugene, has presented real-time, in-person performances that surprise and delight, that challenge and champion, and that elevate and inspire us as individuals and as a community committed to the arts.

The most important thing to know about Eugene Ballet is that our name isn't just a name. *It's our commitment.* It isn't our Ballet, it's Eugene's Ballet. When we develop a season of inspiring performances and experiences, we start within our very own city of Eugene because we believe that this is a great place to work, live, play, and learn. We build seasons full of innovative, family-friendly, contemporary, and classical ballets and turn to the many professional craftsman and artisans within Eugene to help us design and build sets, lighting, and costumes. We look to local musicians to provide the music for our performances, and we depend on local physicians and physical therapists to keep our dancers in top athletic shape. Our artists and staff live and work in Eugene.

Eugene Ballet Academy, recognized as a premier youth arts program, educates, inspires, and motivates more than 240 young Eugene area residents every year. Eugene Ballet Youth provides aspiring young students exceptional training and performing opportunities that develop self-confidence and an appreciation for the arts, and educational programs and exposure for our local community and beyond.

We believe this commitment makes us one of the most versatile and innovative ballet companies in the West, and enhances community livability, keeps resident spending local, and brings in people from other areas to experience our rich arts community.

## Position Summary

### Required Skills and Qualifications

- **Leadership Experience:** Seven years or more experience in a leadership role, preferably in the nonprofit sector.
- **Strategic Thinking:** Ability to develop and implement strategic plans and navigate complex organizational challenges.
- **Fundraising expertise:** In-depth knowledge of fundraising strategies and experience in securing financial support.
- **Communication Skills:** Excellent verbal and written communications skills, with the ability to engage and inspire diverse audiences.
- **Financial Acumen:** Strong understanding of financial management and budgeting process.
- **Technical Acumen:** working knowledge of operational software platforms and other technology for analysis and efficiency.

### Preferred Skills and Qualifications

- Bachelor's or Master's degree in Arts Administration, Business, or a related field, or equivalent experience.
- Passion for the arts; knowledge of or background in ballet or dance is a plus.
- Knowledge and experience with non-profit administration and leadership.
- We recognize that exceptional leadership can come from a range of professional paths. As such, we welcome applications from both seasoned Executive Directors and emerging leaders who bring strong organizational, financial, and strategic skills.

## Compensation and Benefits

- Salary range: Competitive salary commensurate with experience and qualifications
- Employer sponsored health insurance.
- Dental insurance
- 403B Retirement plan with employer match
- Seven paid holidays
- Competitive paid vacation

## How to Apply

- Send a cover letter, resume and/or CV, and references to [hireing@eugeneballet.org](mailto:hireing@eugeneballet.org) to the attention of Eugene Ballet Executive Director Search Committee.
- Materials received prior to April 3, 2026 will be reviewed with priority.

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