



## JOB DESCRIPTION: MANAGING DIRECTOR

The Managing Director will work alongside Profile's Artistic Director Josh Hecht, who joined the organization this year, and begins full time employment in February, 2017. Together, the Managing Director and Artistic Director will collaborate as partners to lead artists, staff, board and the community in realizing the Theatre's mission. Each position reports to the Board and participates in an annual review.

The Theatre resides in space leased from Artists Repertory Theatre in downtown Portland, which has two stages, and provides office, rehearsal, and conference space for our company.

## POSITION AND RESPONSIBILITIES

Profile seeks a Managing Director with demonstrated strong executive leadership skills, a dynamic leader with a passion for the arts and the impact of art on the lives of the community. The Managing Director will guide the development of a vision and strategy for the organization's long-term growth and will provide strong leadership for the board, staff, and the community. The Managing Director and Artistic Director are jointly charged with enabling Profile to realize its goals for artistic excellence, community service, education, financial stability, fundraising, and audience engagement. Within this collaborative partnership, the Managing Director is responsible for rendering the Artistic Director's vision into practicable initiatives that are financially sound and supported, and which galvanize the board, staff and extended community behind it.

The Managing Director is responsible for the overall business, administrative, and operational management of the company. This includes leadership of fundraising, budgeting, financial management, HR, information systems, institutional marketing, and board relations.

### **Responsibilities include**

- 1) Shared Executive Leadership
  - a. With the Artistic Director and the Board, update, maintain, and execute Profile's Strategic Plan with personal emphasis on fundraising, finance, organizational structure, and operations---in support of the company's Mission and Vision
- 2) Fundraising
  - a. Plan and manage all Development and Fundraising programs
  - b. Provide leadership to Profile's Artistic Director, Director of Education and Community Engagement, and Board of Directors to create and carry out fundraising plans and meet financial development goals
  - c. Create and manage Annual Campaign
  - d. Direct and lead institutional fundraising with foundations, corporations and government agencies



- e. Oversee communication with donors and patrons when it relates to fundraising or institutional advancement, ensuring best practices are being used in stewarding our patrons
- f. Oversee the patron database and ensure that best practices are being used in recording and analyzing data

### 3) Finance Management

#### a. Budgets

- a.i. Manage the creation of Profile's annual operating and capital budgets
- a.ii. Manage financial reporting systems to ensure that all directors and managers have the information they need to manage their individual budgets
- a.iii. Communicate monthly and annual financial progress against budget to the Board of Directors

#### b. Finance Operations

- b.i. Manage the overall financial operations of the organization with the support of the Box Office/Administrative Coordinator
- b.ii. Manage all external financial reporting of the organization
- b.iii. Provide financial reports to the Finance Committee of the Board of Directors and to the full Board
- b.iv. Provide financial analysis and recommendations to guide the organization's financial decisions
- b.v. Work with outside auditors to assure that all financial systems and internal controls are adequate to appropriately serve the organization and guard against fraud and waste

### 4) External Relations

- a. Serve as a key representative of Profile in the community, including cultivation of donors, funding institutions and government agencies
- b. Represent Profile in communication with external agencies that have the power to govern or influence financial or administrative demands within our industry (i.e. TCG)
- c. Provide additional support for and attend meetings, fundraisers, events, celebrations, opening nights, etc.

### 5) People Management

- a. Manage, coach, and supervise all non-Production employees except those who report to the Artistic Director.
- b. Through the Box Office/Administrative Coordinator, ensure that Profile's employment policies and reporting are consistent with all rules and regulations governing working in the State of Oregon
- c. Ensure that Profile's employment policies and employee handbook are current and complete and support the organization's staffing goals and needs
- d. Oversee recruiting, training, coaching, and retention of staff
- e. Foster an office culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support

### 6) Board Relations



- a. Work with the Artistic Director to support the development and effective operations of the Board of Directors
  - b. Work with the Board Chair to identify need for committees and prioritize work of the Board
  - c. Provide monthly written reports to Board
  - d. Work to grow the Board through active Board cultivation and recruitment
  - e. Serve as staff liaison for Finance and Development Committees of the Board
- 7) Contract Management
- a. Oversee all of Profile's contracting with external agents, including: Actor's Equity Association, SDC and USAA, insurance agreements, leases, rights/royalty agreements, vendors, etc.
  - b. Maintain open communication and good collaborative relationship with the leadership of Artists Repertory Theatre
- 8) Technology Management
- a. Ensure that the organization has the information, communications, and technology systems that it needs to be effective

**Reporting:** The Managing Director reports to the Board of Directors, and oversees the Marketing and Communications Manager, Box Office/Administrative Coordinator and their direct reports.

**Rate and Schedule:** This is a full time, salaried position.

**The ideal candidate will:**

- ⤴ Combine demonstrated business acumen with strong management skills.
- ⤴ Have the vision to design and execute Profile's resource development in the short, intermediate and long-term to help Profile achieve sustainable growth into the future.
- ⤴ Be a charismatic communicator with the ability to establish long-lasting, productive relationships with the Board, staff and community of patrons and funders.
- ⤴ Have demonstrated ability to generate earned income and philanthropic support and a passion for organizational development.

**Qualification Requirements:**

- ⤴ A bachelor degree in business, non-profit administration, or related field.
- ⤴ Minimum of either 3 years executive experience in a non-profit arts organization of similar size or 5 years experience as a department head or senior staff of an organization of greater size.
- ⤴ Significant experience interacting with Boards, Volunteers and Funders
- ⤴ Experience building revenue and philanthropic support, including grant writing.
- ⤴ Management of a development campaign is desired

**COMPENSATION, TIMETABLE AND PROCEDURE:**

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The Managing Director is a full-time exempt employee. Compensation including salary and benefits will be competitive for an organization of Profile's size. Profile is an equal opportunity employer.

Applications should include detailed cover letter, CV and three references, emailed to [info@profiltheatre.org](mailto:info@profiltheatre.org) by Sunday January 1, 2017.

The search committee intends to make its decision by March 1st, with the intent that the new Managing Director will begin employment no later than May 1st, 2017.