



## **Texas Dance Hall Preservation, Inc. Executive Director Job Description**

### **Overview**

Texas Dance Hall Preservation, Inc., (TDHP) is a statewide nonprofit organization dedicated to preserving historic dance halls and the authentic Texas heritage, music, and culture found in them. Founded in 2007, TDHP provides direct outreach to dance halls, including technical assistance and small grants for preservation. TDHP recently received the Texas Historical Commission's Texas Governor's Award for Historic Preservation in recognition of our 2020 COVID-19 Relief Fund initiative, which granted more than \$260,000 to assist dance halls around the state with the costs of building insurance and utilities while they were shut down during the pandemic. We also make small grants for repairs twice a year through our Preservation Fund grant program.

Members of our board of directors are currently leading the following projects:

- "Y'all In for Dance Halls" PR/awareness campaign
- GIS database to collect dance hall information and present it to the public, in partnership with the University of Texas at San Antonio's Center for Cultural Sustainability
- Historic resources survey of dance halls in the 40-county Hurricane Harvey disaster area, focused on documenting their history of disaster impacts and recommendations for disaster planning, resilience and recovery, with Cox McLain Environmental Consulting/Stantec, funded by the National Park Service Harvey-Irma-Maria Emergency Supplemental Historic Preservation Fund
- Video projects in partnership with KLRN San Antonio (public television)

TDHP's active, engaged board of directors now seek a creative, networked professional to lead this dynamic, growing organization with a particular focus on member and donor development and expanding our services to dance halls. A recent major gift has enabled us to make this position full-time, although additional fundraising to support operating expenses (including salaries) is ongoing and the executive director will be expected to participate in those activities.

Some of the activities that we expect the executive director will focus on in the second half of 2022 include:

- Coordinating with member halls to create web pages for each hall on [texasdancehall.org](http://texasdancehall.org)

- Leading our board through a strategic planning process to set goals for the next five years
- Selecting and transitioning to a new online member/donor management system
- Producing our first-ever annual report, summarizing TDHP's accomplishments over the past 15 years and our plans for the future
- Expanding outreach to halls in South Texas and the Rio Grande Valley

### **Responsibilities**

As the public face of TDHP, the Executive Director is responsible for overseeing the administration and programs of the organization, as well as the implementation of its strategic plan. Other key duties include marketing, fundraising, donor management, and community outreach. This position reports to an active governing Board of Directors.

#### 1. Board Governance

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and increasing the overall visibility of TDHP.
- Oversee Board meetings and committee meetings.
- Work with committees to create and maintain process documents, as needed.
- Work with the Executive Committee to ensure that all necessary organizational records are created and properly maintained.
- Throughout the year, identify and make the Nominating Committee aware of potential new Board or Advisory members.

#### 2. Financial Performance and Viability

- Develop resources sufficient to ensure the financial health of the organization, through membership, fundraising, corporate sponsorships, donor development, etc.
- Meet annual membership, fundraising, and other financial goals as established by the Board.
- Plan and administer an annual budget.
- Plan and administer a long-term plan to achieve financial sustainability.
- Work with bookkeeper to maintain an up-to-date accounting system.
- Maintain an up-to-date donor management system.
- Ensure that all members and donors receive timely acknowledgement.
- Complete all required financial filings in a timely manner.
- Complete all required reports to foundations, agencies, and other donors.

#### 3. Organization Mission and Strategy:

- Work with Board and other staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Manage the TDHP brand to ensure consistent use of the organization's logo, etc.
- Implement the strategic plan, based on priorities established by the Board of Directors.
- Develop an annual workplan, based on the strategic plan, and regularly report throughout the year on progress toward the goals and objectives outlined therein.

- Identify strategic opportunities and bring same to the Board for consideration.

#### 4. Organization Operations.

- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serve as TDHP's primary spokesperson to constituents, stakeholders, partners, the media, and the general public.
- Hire, manage, and collaborate with TDHP staff and vendors.
- Administer programs and projects as directed by the Board of Directors.
- Plan and coordinate events, including dances in spring and fall.
- Oversee marketing and communications efforts, including the TDHP website, newsletter, media releases, social media, etc.
- Review and approve contracts for services.
- Other duties as assigned by the Board.

### **Qualifications**

Education: A Bachelor's degree is required.

Required Experience:

- Minimum of two years of relevant part- or full-time experience in a nonprofit organization.
- Demonstrated ability to think outside the box, generate ideas, take initiative, and shape the organization's vision and direction.
- Strong interpersonal skills and the ability to work cooperatively with stakeholders.
- Excellent oral and written skills for effective internal and external communications.
- Superior organizational skills.
- Proven track record of collaboration.
- Demonstrated ability to prioritize and organize multiple tasks and deadlines.
- Ability to work with autonomy while taking direction from TDHP Board.

Preferred experience:

- Five years of relevant nonprofit experience.
- Proven track record of fundraising and member/donor development.
- Successful history of managing a major annual campaign or soliciting large donations.
- Knowledge of grant funding and grant management.
- Experience promoting membership growth and retention.
- Knowledge of Texas music and history.
- Bilingual in Spanish and English.

**Location**

Somewhat flexible but needs to be in Central Texas, preferably along the I-35 corridor. TDHP does not currently have an office location; this position will be remote telework from the candidate's home office, but our mailbox and storage unit are and will continue to be located in Austin, Texas.

**Schedule**

This is a full-time salaried position with estimated 30% travel; some evenings and weekends required.

**Compensation and Benefits**

The starting salary is \$60,000 per year plus mileage reimbursement. TDHP does not currently offer health insurance but will contribute \$200/month toward the cost of monthly premiums.

Please send a resume and cover letter to [admin@texasdancehall.org](mailto:admin@texasdancehall.org).