



## **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. It was founded in 2007 and has recently expanded its activities to include more direct outreach to dance halls, including technical assistance and small grants for preservation. TDHP celebrated its 10<sup>th</sup> anniversary in 2017 with new corporate sponsors and partners, expanded programming, marketing and fundraising efforts, and the organization's first strategic plan. TDHP seeks a creative, networked professional to lead this dynamic, growing organization.

Part-Time (approximately 20-25 hours a week)  
Salary: \$30.00/ hour

### **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 Playbooks, 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.
  - 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 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 direct by the Board of Directors.
  - Plan and coordinate events.
  - Oversee marketing and communications efforts, including the TDHP website, newsletter, media releases, 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.
- Strong knowledge of Texas music, culture, and heritage.
- Extensive existing network in Texas music, dance halls, and associated communities.
- Working knowledge of TABC and PRO regulations and issues.
- Proven track record of fundraising and member/donor development.