



Open Position:

Job title:	Administrative Director
Location:	Creative Dance Center – main office
Terms:	30 hours per week
Salary/rate:	\$59,600/year
Benefits:	<i>Salaried exempt employee position</i> Healthcare eligible
Reports to:	CDC Board, working in a collaborative leadership organizational structure with the CDC Director & the Kaleidoscope Artistic Director
About us:	The Creative Dance Center (CDC), a non-profit organization founded in 1981, nurtures self-expression, creativity, and learning through joyful and meaningful dance experiences. Using innovative teaching methods to unite body and mind, we provide an environment where people of all ages communicate, connect, collaborate, and create using the art form of dance.
About the role:	This position focuses on the administrative side of running a dance education non-profit, encompassing a huge set of responsibilities that are key to making our organization run smoothly as we provide dance classes and events to our community. We are seeking an experienced administrative professional who can help envision and manage the overarching goals of the organization while still having a keen eye for detail. We are a small organization, so the candidate needs to be good at team building, delegating, jumping in and making things happen when necessary, and addressing issues creatively when they arise. This position is critical for the healthy functioning of the organization and requires excellent communications skills (spoken & written) with class participants, families, vendors, facility liaisons, directors, board of directors, and faculty/staff in all aspects of the work.
Responsibilities:	<ul style="list-style-type: none">• General Administrative Duties – CDC and Summer Dance Institute for Teachers (SDIT) program support, HR management, facilities management, materials/supplies management, licensing, insurance and more. Support Registrar and Marketing/Communication Specialist, who will report to Admin Director.• Fundraising - build/manage donor database, work in collaboration with CDC Director on Annual Giving campaign (fall) and GiveBIG (spring) - formatting, printing, sending letters, creating/supporting web campaigns, processing/tracking donations, sending thank you notes. Supply background materials and data analysis for grant applications.

- Financial Management - create annual budget (with other directors), bi-monthly meetings with bookkeeper (payroll & monthly reconciliation), enter income/expenses in QuickBooks, pay bills, monitor bank accounts, handle cash deposits, process refunds & expense reimbursement for teachers/staff, and more.
- Board Meetings – prepare Admin Directors report and financial reporting, review agenda, attend meetings.

*Specific task list with detailed outline of responsibilities available by request.

Candidate requirements:

- An experienced administrative manager who can work collaboratively with fellow director and reportees but can draw healthy organizational boundaries as well. The candidate needs to have outstanding organizational skills, be fast but with attention to detail, have ideas for improvement but not recreate the wheel, manage the details with the big picture in mind, and must be someone with outstanding interpersonal skills who can communicate clearly, get the job done, and have fun while doing it.
 - The following programs are in use at CDC. Ideal candidate is familiar with, proficient at, or ready to learn: Excel, QuickBooks, Little Green Light, Filemaker Pro, ProClass (or similar class management software), Google Suite, InDesign, Apple/Mac, and backend website management (WordPress/Divi).
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Contact us to apply

We offer a thriving, vibrant, work atmosphere with a small team of dedicated employees who love CDC, love to laugh, and love to work hard to help CDC reach its mission: Connecting body and mind to transform lives through dance. If you have questions, please reach out to info@creativedance.org or Bronwen Houck: bronwen@creativedance.org

To Apply, please submit a Resume and Cover letter to info@creativedance.org

Applications are due by July 12. Position start date is August 1.