



## **Executive Director Job Description – July 2021**

### **FUNCTION**

The Executive Director serves as the full-time chief executive officer responsible for managing the day-to-day affairs of Canopy Studio, Inc., a 501(c)(3) organization located in Athens, Georgia. We are a nonprofit dedicated to enriching the culture of our community and the lives of individuals through flying dance trapeze, movement education and performance arts. Canopy is a resource for local artists and all individuals, regardless of background, age, or physical ability, providing instruction in movement arts and a much-needed venue for viewing and participating in performances.

### **REPORTING RELATIONSHIPS**

The Board of Directors (BOD) provides general oversight, leadership, guidance, and support to the Executive Director (ED) and Canopy Studio, Inc. (CS). The ED reports directly to the BOD in the execution of their duties and responsibilities. All CS staff members report directly to the ED in the execution of their duties and responsibilities. This job description can be modified upon sufficient notice by an action of the BOD.

### **Essential Duties and Responsibilities**

- Ensure implementation of and compliance with organizational mission, strategies, goals, objectives, plans, activities, and financial and other reporting;
- Manage and evaluate staff;
- Create and manage programs, systems, policies, and procedures;
- Work in conjunction with the BOD in achieving financial stability and sustainability;
- Ensure effective and efficient management of day to day operations
- Oversee the research and writing of grants for outreach projects, performances, capital funding, and other special needs and projects;
- Communicate in a clear and timely fashion to the BOD, staff and other stakeholders to keep them informed, address problems, and resolve conflicts;
- Meet all financial, tax, regulatory, licensing, certification, and insurance obligations and reporting requirements;
- Ensure the creation, scheduling, and delivery of consistent, high quality classes to advance the organization's mission of providing instruction in aerial dance to all ages and abilities;
- Responsible for marketing and public relations to ensure effective financial success of classes and performances; and
- Oversee and ensure the maintenance, upkeep, and safety of the studio and all operations

Required Skills:

- Fiscal management and budgeting experience
- Strategic planning
- Customer service experience
- Supervisory and managerial experience
- Effective communication and strong interpersonal skills for interactions with CS staff, BOD and public

Preferred Skills (not required):

- Background in aerial dance, fitness or movement fields
- Mindbody business software
- Basic knowledge of wordpress
- Nonprofit experience
- Grant writing experience
- Network for Good software

Education and/or Work Experience Requirements:

- Bachelor's degree and/or 5-10 years work experience in nonprofit

Job Type:

- Full-time, salaried position; evening and weekend work will occasionally be required

Benefits:

- Health insurance
- Retirement plan
- Paid time off

Physical Demands of the Job:

- Sitting, standing or walking, lifting or carrying objects 10-30 lbs, pushing or pulling, reaching overhead, keyboarding, gross and fine manipulation, driving, stooping, crouching, climbing ramps or stairs, speaking, hearing, near and far visual acuity

**Please submit a letter of interest and complete resume to: [canopystudiojobs@gmail.com](mailto:canopystudiojobs@gmail.com)**