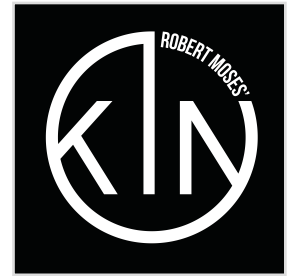


ROBERT MOSES' KIN



TITLE: Executive Director

REPORTS TO: *Artistic Director and Board of Directors*

SALARY: Negotiable

STATUS: Part-Time; Salaried

SCHEDULE: 15-20 hours/week to start; Occasional Evenings/Weekends Required

TO APPLY: Interested candidates should send their resume and cover letter to

info@robertmoseskin.org. The subject line should read: **Executive Director: NAME**

About Robert Moses' KIN

Robert Moses' KIN (RMK) was founded in 1995 as a platform for work focused on the expressiveness of the human body. Winner of numerous prestigious awards, RMK is a contemporary dance company that has achieved prominence for its provocative, content-driven choreography, collaborations and community commitment.

Robert Moses' KIN's **mission** is to produce work that speaks to what is specific and unique in human nature. The company uses movement as the medium through which race, class, culture and gender voice the existence of our greater potential and unfulfilled possibilities.

Job purpose

Robert Moses' KIN is in search of an Executive Director to oversee and expand its operations, personnel, fundraising and relationship building efforts. This position is expected to build on the progress made by the 28 year-old organization and result in laying the foundation for greater organizational sustainability and ambitious artistic growth. The ED will work closely with the Board of Directors and staff to help plan and implement the next phase of growth for the company.

Duties and responsibilities

Under the primary supervision of the Artistic Director, the Executive Director will be responsible for the following tasks;

1. Work closely with the AD and Board of Directors to expand strategic organizational efforts and annual fundraising plans.
2. Oversee administrative capacity in development, educational programming and audience engagement.
3. Help craft fundraising letters and appeals; maintain relationships with foundations, donors and board members.
4. Help prepare and manage annual operating and project budgets.
5. Maintain and establish relationships with presenters, booking agents, and outreach programs.
6. Help with grant proposals and grant management.
7. Oversee payroll and other employee benefits

ROBERT MOSES' **KIN**

Qualifications

- 3-4 years of experience in nonprofit management and fundraising.
- Strong leadership skills; ability to multi-task.
- Excellent interpersonal and intercultural communication skills; excellent written and oral communication skills and ability to participate in public speaking events.
- Ability to develop and manage budgets and prepare basic financial reports.
- Computer literacy, with experience in management, budgeting, and database systems preferred.
- Interest, enthusiasm, and affinity for fundraising and working with people.
- Interest in and knowledge of the arts field and San Francisco dance community a plus.

The successful applicant will work well in multicultural environment and with a diverse constituency. They will be self-motivated, work well under pressure and be able to handle several projects at one time. They will have good judgment and ideally, a sense of humor.

Working conditions

This job will require occasional night and weekend hours (performances and special development & fundraising events); work will also occur via satellite and in office meetings during business hours.

Physical requirements

This position does not require repetitive, physically demanding labor aside from the person being capable of operating within the physical activity range of working at a computer as well as hosting and coordinating details before, during and after fundraising events.