



Job Title: John Kirkpatrick Executive Director	
Reports to: Board of Trustees	
Program/Department: Administrative	
FLSA Status: Exempt	Schedule: Full-Time

SUMMARY

Oklahoma City Ballet, one of the region's premiere performing arts and educational organizations dedicated to the art of classical and contemporary dance, requires an enthusiastic, passionate, driven and experienced executive director to oversee the operations, management, and resource development of the organization.

OKLAHOMA CITY BALLET MISSION

Oklahoma City Ballet inspires its audience through classical and contemporary dance performances, a strong educational program, and community service.

PRIMARY FUNCTION

The John Kirkpatrick Executive Director is an endowed position that oversees the management of the organization. The Executive Director manages all aspects of the Ballet's external affairs, including fundraising and resource development, communications and marketing, leadership in strategic community partnerships along with internal affairs including, operational management of finances, building, and personnel to meet all budgeted goals for contributed and earned income. The Executive Director will act as the primary liaison to the Board of Trustees, providing reports as necessary to ensure the health and vitality of the company. Under a shared leadership structure, the Executive Director will work in close collaboration with the Artistic Director to maintain and promote the excellence of the company.

ESSENTIAL FUNCTIONS

Management and Operations

- Manage and supervise development/communications leadership staff, school/community engagement leadership staff, and operational leadership staff by building a collaborative team to execute the Ballet's mission while providing strong, supportive and consistent leadership. Oversee fiduciary management of organization by overseeing development of the annual budget and any special project or capital budgets, reviewing all financial and managerial reports, statements and other documents (contracts, agreements, leases, etc.).
- Ensure the financial stability of the Ballet by using strong financial and accounting controls, identifying and driving appropriate revenue strategies and responsibly managing the Ballet's budget.
- Lead efforts to ensure that the Ballet prioritizes Diversity, Equity, Inclusion, and Accessibility across all aspects of its operations, including hiring, programming, marketing, and outreach initiatives.
- Collaborate with the Artistic Director and Board of Trustees to develop and implement multi-year strategic plans to guide the organization's growth and sustainability.
- Identify potential risks to the Ballet (financial, legal, reputational) and implement strategies to mitigate them.
- Assure compliance with all applicable laws and regulations.
- Oversee the operations of the office space, Ballet facility, and all other properties of the company.
- Manage staff and oversee box office management and relationships with performance venues.

Resource Development

- Oversee all fundraising activities including assistance in cultivating, soliciting, and stewarding donors with particular attention to major gift donors.
- Oversee the annual fundraising luncheon and continue to cultivate multi-year pledges and the Reprise Society through the Benevon model of fundraising.

EXECUTIVE DIRECTOR JOB DESCRIPTION – OKLAHOMA CITY BALLET

- Develop and implement strategies to grow the organization's endowment, ensuring long-term financial stability.
- Identify and cultivate strategic partnerships with local businesses, educational institutions, and community organizations to broaden support and expand reach.
- Oversee the preparation and submission of grant applications to foundations, corporations, and government agencies to secure additional funding.
- Work with committees, volunteers, board members and other parties to identify sources of revenue for the organization.
- Attend all events to seize opportunities to build, maintain and nurture relationships with donors and other key stakeholders.

Community Relations

- Implement strategies to attract and retain diverse audiences, including underserved and younger demographics.
- Maintain strong relationships within the business, arts, and nonprofit communities that promote the work of the Oklahoma City Ballet.
- Work with the Artistic Director and education staff to expand and promote the Ballet's educational programs, increasing visibility and community impact.
- Serve as the primary or co-spokesperson for the organization, maintaining positive relationships with media outlets.
- Position the organization as an arts leader in the community through public relations strategies that establish both the company and leadership as experts.
- Advocate for Oklahoma City Ballet, the arts community, and the economic impact of the organization with local, state and federal offices as necessary.

Board Relations

- Act as the liaison to the Board of Trustees, and the Executive Committee and all standing and ad hoc committees of the Oklahoma City Ballet and provide reports, statements, and other documents as needed to help the Board exercise their legal duties to govern the Ballet.
- Collaborate with the Board of Trustees to identify and recruit new board members who bring diverse perspectives, skills, and resources.
- Facilitate board training opportunities to ensure trustees are equipped to fulfill their governance and fundraising responsibilities effectively.

Other Functions

- Manage business activities including but not limited to: selection, hiring, development, coaching, evaluation, disciplinary and corrective actions of administrative staff.
- Oversee the implementation of technology solutions to improve operations, enhance marketing efforts and fundraising.
- Establish metrics and processes for evaluating the success of programming, outreach, and fundraising initiatives, reporting on these to stakeholders and funders.
- Collaborate with the Artistic Director to create and nurture the culture of the Oklahoma City Ballet.
- Other functions as directed by the Board of Trustees.

QUALIFICATIONS

- At least 7-10 years of leadership and management experience in a nonprofit organization.
- Passion for the performing arts.
- Established track record in fundraising, management, operations, and board relations.
- Demonstrated ability to foster and nurture relationships with donors, business leaders, nonprofit professionals, community, and civic leaders and other stakeholders.

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- Demonstrated knowledge of operations, financial reporting, budgets and nonprofit finance.
- Understanding of board governance and organizational management.
- Bachelor's degree required; master's degree preferred.

WORK ENVIRONMENT

The employee will work in an office environment. The regular work day is Monday through Friday from 9am to 5pm, but some weekends, evenings, and travel is required. The employee may occasionally be required to travel to sites that are not wheelchair accessible. The noise level in the work environment varies from quiet to moderate.

Mental: Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines

Physical: While performing the duties of this job, the employee is regularly required to operate a computer and verbally communicate. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The above noted job description is not intended to describe, in detail, the variety of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so, too, may the essential functions of this position.

BENEFITS AND COMPENSATION

The base salary range for this position is anticipated to be \$130,000 - \$150,000, commensurate with experience, in addition to performance-based bonus. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

ORIGINALITY REQUIREMENT (AI)

In the arts, originality and personal expression are essential. To ensure authenticity in our hiring process, we ask that applicants submit original, personally written cover letters and application materials. By applying to this job posting, you are agreeing that the materials are your own and not AI-generated.

APPLY

To apply, send your resume and cover letter to EDsearch@OKCBallet.org. Applications will be kept confidential. The email is monitored only by the Search Committee Chair, Christopher Lloyd, and can also be used to facilitate questions as needed. **In your cover letter, please answer the following questions:**

1. What is a performance (ballet or otherwise) that has had a significant impact on you and why?

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2. Why are community arts organizations important and what is your perspective for how a ballet nonprofit can thrive in today's cultural and social landscape?

The position will remain open until filled, but our priority deadline for applicants to apply is **March 31, 2025**. Short listed candidates will be asked to provide three references and a writing sample as part of the application. This sample will likely focus on individual strengths related to leading a ballet nonprofit and experience with donor relations, grant writing, or securing major gifts.

PROCESS

Below is our expected hiring process, but interview rounds may be added or removed as needed.

1. **Application Review:** Applications will be reviewed by our hiring committee comprised of Board of Trustee Members and Community Members.
2. **Initial Virtual Interview:** Selected candidates will be invited for a 30-minute Zoom interview.
3. **In-person Interview – Round 1:** Short-listed candidates will be invited to participate in a 60-minute panel interview with select members of the Search Committee. Candidates advancing to this stage will be asked to provide three references and writing samples.
4. **In-Person Interview – Round 2:** Finalists will have the opportunity to meet with the Board of Trustees and Staff and tour our campus.
5. **Offer:** Our final candidate will be extended an offer, contingent upon a successfully passed background check. Details about total compensation and benefits will be included with the offer.
6. **Notification:** Upon an accepted offer and completed background check, all other applicants will be notified that the position has been filled.

EEO STATEMENT

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.