

Minnesota  
Dance  
Theatre

MDT Position Profile:

# EXECUTIVE DIRECTOR

**Job Title:** Executive Director

**Organization:** Minnesota Dance Theatre & School

**Location:** Minneapolis, MN (Hybrid)

**Reports To:** MDT Board of Trustees

**Status:** Full-Time, Exempt

**Compensation:** \$70 - \$80K, Health Benefits. This role is eligible for an annual incentive opportunity based on organizational and individual performance.

**Direct Reports:** Development and Marketing Director, potential third party vendors as part of the operations team (ie. auditor, grant writer)

**MDT Mission:** As the cornerstone of classical ballet training in Minnesota, MDT creates and inspires the next generation of classical and contemporary dancers and their enthusiasts through superior and inclusive dance education, performance, and academics.

**MDT Values:** We value the diversity and talents of the community in which we work, learn and perform. We cultivate a welcoming and inclusive culture that reflects our diverse Twin Cities community, and supports an environment in which students and from all backgrounds can thrive and belong.

**Position Summary:** The Executive Director (ED) serves as one of two senior leaders at MDT. The ED is the chief administrative leader responsible for the overall business, financial, and operational success of MDT, working in close partnership with the Artistic Director and the MDT Board of Trustees. The role will have direct oversight of the following: fundraising/development, marketing, finance, operations, and community relations. This role does not oversee the artistic vision and faculty of the school, rather serves as a key operational partner to ensure the vision of the Artistic Director and Board are realized. The ability to work closely and successfully with the Artistic Director is essential to this position. To support the executive operational functions, pro bono legal services and bookkeeping services are made available to the Executive Director to help carry out their duties. This position reports directly to the MDT Board of Trustees.

The ideal candidate is a dynamic, nimble, strategic visionary with an innate collaborative nature. A proven professional in conflict and stakeholder management. They possess a deep appreciation of the arts and have a proven track record of strong business acumen and operations management.

## PRIMARY RESPONSIBILITIES

### **Strategic Leadership & Organizational Management:**

- Serve as the chief executive responsible for providing strategic business direction and operational oversight for MDT.
- Guide the organization's day-to-day management with a focus on operational efficiency, development and marketing performance, and mission alignment.
- Direct and supervise director level, administrative and program staff, ensuring that all direct reports function cohesively and effectively toward shared goals.
- Provide leadership in developing a healthy organizational culture rooted in collaboration, accountability, and financial health and excellence.
- Oversee internal operations, including human resources, administrative policies, IT systems, registration, tuition, and internal communications.
- Lead the organization through annual planning cycles, strategic goal setting with the Board, and ensure alignment between short-term operations and long-term strategic objectives.
- Work closely with the Board of Directors to define and implement strategic priorities, report on organizational performance, and support board governance and the development committee.
- Collaborate with the Board Chair to set meeting agendas, prepare reports, and strengthen board engagement, including recruitment and committee participation.
- Act as a liaison between the board and staff, ensuring clarity, transparency, and responsiveness in all communications and decision-making processes.

### **Fundraising & Revenue Development:**

- Provide strategic leadership and oversight of all fundraising and development efforts to ensure long-term financial sustainability.
- Supervise and collaborate with the Marketing and Development Director to implement fundraising strategies, including annual giving, major gifts, corporate sponsorships, foundation grants, and special events.
- Cultivate and maintain relationships with key donors, sponsors, and community stakeholders.
- Support the Marketing and Development Director in identifying funding opportunities, preparing proposals, and ensuring accurate and timely grant reporting.
- Engage the Board of Trustees in development efforts and coordinate donor stewardship activities and campaigns.
- Executive leadership, strategy, development, and tracking for the Move with Us \$1.25 million Capital Campaign and general operating fundraising.

### **Financial Oversight:**

- Develop and manage the annual operating budget.
- Ensure fiscal responsibility, transparency, and adherence to nonprofit financial best practices.
- Monitor cash flow, financial performance, and reporting to support long-term sustainability.

## PRIMARY RESPONSIBILITIES

### **Marketing, Branding & Communications:**

- Provide strategic oversight of all marketing, communications, and public relations initiatives to ensure alignment with MDT's mission, brand, and audience development goals.
- Supervise and collaborate with the Marketing and Development Director to implement campaigns across digital, print, and media platforms.
- Ensure consistent and compelling messaging across all channels, including performance promotion, education programs, and community engagement.
- Serve as a spokesperson alongside the Artistic Director for the organization and support key messaging in donor and stakeholder communications.
- Monitor the effectiveness of marketing strategies and adjust as needed to expand reach and increase visibility.

### **Artistic & Programmatic Support/Collaboration:**

- Collaborate closely with the Artistic Director to support the planning and execution of performances, education programs, and community outreach initiatives.
- Oversee the contracting of all artistic personnel that is hired and elected by the Artistic or School Director, including dancers, instructors, choreographers, designers, and guest artists, ensuring compliance with budget, policies, and legal requirements.
- Provide administrative and logistical support for productions, tours, and special events.
- Advocate for artistic excellence while balancing operational and financial priorities.

### **Community Engagement & Partnerships:**

- Provide strategic oversight of all community engagement initiatives to ensure meaningful, mission-aligned impact across the region.
- Supervise outreach staff and ensure effective planning, execution, and evaluation of outreach programs and events.
- Oversee administrative functions and reporting requirements related to outreach efforts, including program documentation, outcomes tracking, and grant-related reporting.
- Build and maintain relationships with schools, civic organizations, and community partners to broaden access to MDT's programs.
- Represent the organization alongside the Artistic Director at public events and community forums to strengthen visibility and community presence.

## QUALIFICATIONS

### Required:

- 3–5 years of progressive leadership experience in nonprofit administration, preferably within the arts or cultural sector.
- Demonstrated success in fundraising, including individual giving, grants, and sponsorships.
- Strong financial management skills, including budget development and oversight.
- Excellent written, verbal, and interpersonal communication skills.
- Proven ability to lead, inspire, and collaborate with diverse teams and constituencies.
- Passion for the performing arts and commitment to community impact.
- Technology focused with strong working knowledge of CRM platforms.

### Preferred:

- Experience in dance or related disciplines.
- Familiarity with donor management software and grant databases: Bloomerang, Active works, Excel.
- 5–10 years of progressive leadership experience in nonprofit administration, preferably within the arts or dance field.

### To Apply:

Please email a professional resume and cover letter to [info@mndance.org](mailto:info@mndance.org) with the subject line: MDT Executive Director Position. Please, no calls regarding this position.

All inquiries and applications should be directed to [info@mndance.org](mailto:info@mndance.org). The application window for this position is expected to close on March 12, 2026.

MDT is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.