



Managing Director

NW Dance Project
Portland, Oregon

NW Dance Project seeks a dynamic and relationship-driven Managing Director to serve as the organization's senior operational and development leader. Working in close partnership with Founder & Artistic Director Sarah Slipper, the Managing Director will lead fundraising, oversee organizational operations, support board governance and initiatives, and ensure the financial strength of one of the premier contemporary dance companies in North America.

The Managing Director serves as the organization's second-in-command, translating artistic vision into organizational strategy, sustainable revenue, and operational execution. The role works closely with the Board of Directors while supervising the administrative team.

NW Dance Project operates within a founder-led artistic model in which the Artistic Director leads the vision, artistic programming, and creative direction. The Managing Director ensures the organizational and financial infrastructure needed to sustain and grow that work.

Position Overview

Reporting to the Founder & Artistic Director, the Managing Director leads development strategy, board engagement, financial oversight, and administrative operations.

The Managing Director serves as the senior administrative leader and strategic partner to the Artistic Director, helping translate artistic vision into sustainable organizational strategy and organizational growth.

The role supervises the organization's marketing, administrative, and education staff, while partnering with the Artistic Director to develop and increase both earned and contributed revenue growth.

Estimated allocation of responsibilities

- Development & Revenue Leadership: 40–50%
- Board Governance, Strategy & Engagement: 10-15%
- Financial Oversight: 10-15%
- Staff Leadership & Operations: 10-15%
- Marketing & Communications: 10-15%

Key Responsibilities

Development & Revenue Leadership (40-50%)

Lead and implement NW Dance Project's fundraising strategy to support the company's artistic programming, performances, and educational initiatives.

The Managing Director leads development strategy in close partnership with the Artistic Director and Board of Directors, ensuring that fundraising is shared across leadership and supported by strong board engagement.

Responsibilities include:

- Design and execute the organization's annual development strategy
- Manage and grow a portfolio of major donors and prospective supporters
- Partner with the Artistic Director on major gift cultivation and solicitation
- Activate and engage the Board of Directors to support fundraising and relationship-building
- Build partnerships with corporate sponsors and foundations
- Plan and lead donor cultivation events, studio showings, and performance-related engagement
- Oversee grant strategy and donor communications
- Track and report on fundraising progress

NW Dance Project currently raises approximately \$500,000 annually in contributed revenue, and the Managing Director will lead efforts to sustain and grow this support.

Board Governance & Strategy (10-20%)

Serve as the organization's primary administrative liaison to the Board of Directors and as an Ex Officio member of the Board.

Responsibilities include:

- Partner with the Artistic Director and Board President to support effective board governance
- Prepare board materials and coordinate board and committee meetings
- Support board recruitment, orientation, and engagement
- Activate board members as ambassadors and advocates for the organization
- Support strategic planning and long-term organizational strategy

Financial Oversight (10-20%)

Ensure strong financial stewardship and organizational sustainability.

Responsibilities include:

- Develop and monitor annual operating budgets in collaboration with the Artistic Director and Board of Directors
- Provide regular financial reporting to the Board
- Monitor revenue performance and cash flow
- Partner with the bookkeeper and treasurer on financial systems and reporting
- Manage A/P, A/R, payroll, and other routine operations in partnership with Bookkeeper
- Oversee preparation of 990 and annual audit
- Maintain strong financial policies and internal controls

Staff Leadership & Organizational Operations (10-20%)

Provide leadership and supervision to the organization's administrative team.

Responsibilities include:

- Supervise staff responsible for marketing, administration, and education programs
- Support cross-department coordination across company, school, and performances
- Improve organizational systems and operational processes
- Help foster a collaborative, mission-driven workplace culture

- Supervise and manage the maintenance and operations of the Creative Center

Marketing and Communications (10-20%)

- Develop and implement a comprehensive marketing and communications strategy in coordination with Artistic Director and staff to increase the organization's visibility and reach
- Increase the organization's visibility as a leader in contemporary dance by serving as a spokesperson for NW Dance Project

Candidate Profile

The ideal candidate is an entrepreneurial nonprofit leader who enjoys working in close partnership with artistic leadership while building the financial and operational strength of the organization.

Qualifications include:

- 7–10+ years of nonprofit leadership or senior management experience
- Demonstrated success in fundraising and major donor cultivation
- Experience working with boards of directors
- Strong financial literacy and experience managing organizational budgets
- Experience supervising staff and improving operational systems
- Exceptional relationship-building and communication skills
- Passion for the performing arts and artist-driven organizations

Experience in dance or performing arts organizations is welcomed but not required.

Logistics

- Willingness and ability to work nights and weekends as needed based on programming
- Have a valid driver's license and be willing to drive to run errands
- Have the ability to help with load in and load out before and after performances and events
- Is comfortable in a fast-paced environment with frequent interruptions and short deadlines
- This position is full time located at NW Dance Project Creative Center

Compensation & Benefits

- Salary: \$80,000-90,000 annually
- Benefits include:
 - Medical and dental coverage
 - 401(k) retirement plan
 - Paid vacation and holidays
 - Opportunities for professional development

About NW Dance Project

NW Dance Project is an award-winning, internationally recognized contemporary dance company based in Portland, Oregon. Known for its innovative choreography, international collaborations, and commitment to developing new dance work, NW Dance Project brings world-class contemporary dance to audiences throughout the Pacific Northwest and beyond. The company's programming includes professional performances, professional training programs, year-round and summer educational curriculums for youth and adults, and opportunities to make dance accessible with underserved populations and engaging its community at large.

nwdanceproject.org