



Position Title: Executive Director

Position Reports to: Board of Directors

Direct Reports (3): Director of Advancement, Director of Education and Community Engagement, General Manager

Position Summary:

We are seeking a resourceful, passionate and visionary leader during this pivotal and exciting time at The Cowles Center for Dance and the Performing Arts. The right leader will be an internal and external organization builder with a high emotional intelligence coupled with the capacity to marshal the resources, partnerships, volunteers and staff necessary to build on the success of The Cowles Center and enable it to realize its full potential as a home for dance and the performing arts.

Organizational Profile:

The Cowles Center's mission is to be a catalyst for the creation, performance, education and celebration of dance and the performing arts. Since opening our doors in 2011, we have welcomed more than 1,000,000 audience members, students and artists to The Cowles Center. The historic buildings that comprise our campus have become a dynamic hub of creative activity in the heart of downtown Minneapolis, providing the arts community with affordable administrative, rehearsal, education and performance space.

Our 500-seat Goodale Theater (a historic Shubert theater built in 1910) showcases exceptional dance with a focus primarily, but not exclusively, on local companies. While dedicated to elevating Twin Cities dance to new heights, The Cowles Center also

desires to build a strong programmatic mix that welcomes music, theater and other performing arts to its complex.

Our Arts and Education building (an 8-story, former Masonic Temple built in 1888) is home to more than 20 non-profit arts organizations, two performance spaces, several leading dance companies and two of Minnesota's largest and most prestigious dance schools. Additionally, the rehearsal studios throughout this building serve numerous non-resident dance companies, independent choreographers and dancers.

In addition to co-presenting 15-20 local dance companies each season, our dance education and engagement programming is central to our activities and encompasses a broad range of offerings. Our staff and roster of 14 teaching artists provide classes, workshops, residencies, and engagement activities for all ages and abilities, reaching 11,500 people annually.

The Cowles Center is at a pivotal and thrilling point in its evolution. With an annual operating budget of \$3 million, a staff of 22 and a Board of 17, it is transitioning from a division of Artspace, the national nonprofit arts developer, to an independent 501(c)(3) nonprofit organization with a Board of Directors. The Cowles Center Board is currently developing an organizational structure that will support this higher level of autonomy and desires a lead staff person who can actively participate with the Board in creating this exciting new model.

Primary Responsibilities:

Leadership

- Lead The Cowles Center Board and staff in setting organizational priorities and executing strategies that advance The Cowles Center mission
- Play an active role in the generation and implementation of both a short term and long term strategic plan to advance the mission, vision and values of The Cowles Center
- Create and grow partnerships within and outside of the arts community in the Twin Cities and across the U.S.

- Develop and hold a valued position in local, regional and national dance communities
- Embrace, maintain, and advance The Cowles Center as a place where a diverse group of staff, Board members and artists feel inspired to work in a safe, nurturing and inclusive environment, and lead with a collaborative and approachable style
- Engage with the staff and Board in ways that help them feel fulfilled in their work and encourages them to contribute the time, wisdom, networks, and resources that are critical to The Cowles Center's success
- Supervise senior staff to set and monitor progress toward individual goals
- Engage with the broader community to develop an understanding and appreciation of The Cowles Center

Advancement

- Energize earned and contributed revenue opportunities with the Board and staff to achieve annual and long-term goals
- Attract new sources of revenue, both through philanthropic funds and all current and yet-untapped earned revenue options
- Provide organizational leadership in all aspects of marketing and development by establishing personal relationships with key funders and audience members to support The Cowles Center's capitalization goals
- Broaden The Cowles Center's public image, and increase brand awareness (including reshaping and refreshing the brand) for the organization, clearly articulating the mission, vision, programs and impacts of The Cowles Center
- Cultivate new and existing donors for ongoing support while seeking new prospects to ensure a robust and diversified funding base

Programming

- Inspire the senior leadership team to develop, maintain and grow The Cowles Center's artistic, education and engagement programming
- Create systems and practices to measure, monitor, and improve upon the effectiveness of all aspects of programming
- Lead the season planning process from a place of love for dance in a deeply collaborative manner with staff and key stakeholders from the field

- Ensure high-quality programming in the Goodale Theater, and explore new opportunities for a secondary performance/programming spaces from both a functional and financial point of discovery
- Cultivate new and existing relationships with the Twin Cities dance community and foster opportunities for artists and tenants to create meaningful and high-quality arts experiences
- Guide the organization to a position that supports presenting opportunities
- Monitor cultural trends and peer organizations on a regular basis to identify new opportunities

Operations

- Work in partnership with the General Manager to develop and implement best practices in operational policies and procedures, including venue management procedures and customer service guidelines
- Lead the preparation of the annual budget and monitor financial performance
- Create meaningful relationships with tenants and building users

Board Relations

- Work with the Board to:
 - Access expertise and resources from the Twin Cities community
 - Cultivate members who can advance organizational priorities
 - Develop, implement, and maintain best practices in governance
 - Ensure achievement of The Cowles Center's strategic, governance and operational goals and objectives
- Partner with the Board to ensure strong fiscal health and effective governance
- Inspire Board to be organizational ambassadors throughout the community

Qualifications:

- Authentic knowledge of dance, an appreciation for artistic rigor and the pursuit of artistic excellence, and the ability to share their passion for dance to a wide range of audiences
- Extensive experience and clear skill in creating and managing mid-to-large size organizational budgets and financial tracking models

- Demonstrated capacity to inspire a broad range of constituencies and stakeholders, while negotiating a delicate balance of priorities, to provide direction and strategy that shapes organizational culture and forwards the mission of the organization, especially at a time of change and growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Strong understanding of the interplay between programming choices and human and financial resources, including the ability to create and/or refine processes for financial forecasting, controls, and the inevitable adjustments required
- Prior success with Board recruitment, engagement, and guidance
- Commitment to creating an expanding culture of equity, diversity, and inclusion
- Proven success in major donor cultivation and solicitation
- Skilled at being the primary voice and public ambassador for an organization
- Demonstrated success in building, leading and motivating a strong staff team

The candidate should have the following characteristics:

- An active citizen ready to work within The Cowles Center's diverse communities
- Capacity to create and maintain high visibility for an arts organization
- Integrity demonstrated by a career of ethical practice
- Capacity to engage major donors in conversation about the needs and value of the organization
- A transparent and open style of staff management and leadership with the ability to serve as an open resource to staff for ideas, deliberation, and any conflict resolution
- Experience with the Twin Cities philanthropic community preferred
- Experience with the Twin Cities arts community, especially dance, preferred

Procedure for Application:

Interested and qualified candidates should submit the following items for consideration:

- A current résumé

- Cover letter (no more than 1 1/2 pages) describing why this post and The Cowles Center is attractive to the applicant and what about them and their work makes them a potentially strong contributor as a leader of The Cowles Center for Dance and the Performing Arts
- Three professional references
- Salary expectation

The priority deadline for submissions is **Friday, November 9, 2018**. Please submit materials to:

By Mail

The Cowles Center

Attn: Human Resources

528 Hennepin Avenue, Suite 200 Minneapolis, MN 55403

OR

By Email

Suzi Kim Scott: suzis@capitaline.net, Attn: Cowles Center Executive Search

The Cowles Center for Dance and the Performing Arts is an Equal Employment Opportunity Employer and encourage diverse communities to apply. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran or status as an individual with a disability.

The Cowles Center for Dance and the Performing Arts is an employer committed to hiring a breadth of professionals, and therefore will interview a qualified group of diverse candidates.

The Cowles Center Mission:

The Cowles Center is a catalyst for the creation, performance, education and celebration of dance and the performing arts.

Board of Directors:

Chair

Teresa Daly: CEO | Navigate Forward, Inc.

Vice Chair

Irene Quarshie: Vice President, Global Supply Chain & Logistics | Target

Treasurer

Jason Stamm: Central Region President, U.S. Bank Private Wealth Management | U.S. Bank

Secretary

Elizabeth Brama: Shareholder | Briggs and Morgan

At Large Board Members

Pauline Pieper Allison: Global Business Director | 3M

Gwen Cooney: Vice President, Legal and Risk | Nuveen

Kirstin Currie: Senior Marketing Director | Best Buy

Suzy Danner: Community Volunteer

Rebecca Driscoll: Community Volunteer

Lisa Hake: Vice President, Marketing & Communications | Great Clips

Judith Brin Ingber: Dance Artist / Community Volunteer

Kelley Lindquist: President | Artspace

Patrick Mosher: Community Volunteer

Stephanie Pierce: Director, Human Resources | General Mills

Shannon Powell: Partner, Audit | KPMG

Breia Schleuss: Partner | Faegre Baker Daniels

Derek Weatherford: Managing Director | BMO Wealth Management