

Position Description
EXECUTIVE DIRECTOR
South Orange Performing Arts Center
South Orange, NJ

SOPAC's mission is to be a vibrant performing arts center that enhances the quality of lives throughout its local community and northern New Jersey. We're looking for a highly skilled Executive Director to achieve this important undertaking.

Reporting to SOPAC's Board of Governors, the Executive Director will oversee the strategic and operational efficiencies of our programs and staff. This seasoned leader will understand current trends in the arts. She/he also will have experience developing and implementing a successful fundraising plan. Experience hiring, training, and managing staff is essential, as is supporting a collaborative work culture. Experience establishing relationships with community groups is a plus. Above all, the Executive Director must be highly effective as both a leader and a people manager, requiring excellent communication skills, and the ability to leverage resources and experts. At SOPAC, we believe in the power of collaboration; we are stronger when ideas are heard, and we work together to leverage the collective strength of our team, Board, and community. Success happens only when we actively listen to our community and foster a highly collaborative environment. As a result of this, our Executive Director must be someone who prioritizes people and excels at creating a positive, collaborative, productive work atmosphere across Staff, Board, and community partnerships.

Position's Objectives

- Work closely with SOPAC's Board and its committees to assess and address issues affecting the organization.
- Oversee daily operations of the organization, providing executive direction for program strategies and efficiencies, compliance, and quality assurance.
- Identify and address staffing requirements for efficient operations, while maintaining a strong work culture that attracts and retains people while driving the organization's mission.
- Increase awareness of the organization by being the main spokesperson and liaison with the local media, community, and government officials.
- Develop an actionable plan for fundraising and the proven ability to build donor relationships.

- Demonstrate strong financial and analytical skills and ability to manage monthly cash flow.
- Program compelling performances and expand and diversify SOPAC's audience.
- Partner with local organizations to enhance cultural offerings for the community.

Position's Responsibilities

- Lead, support, and coach SOPAC's team members to harness their collective potential with a focus on ensuring motivation, engagement, and alignment with SOPAC's mission.
- Create business plans for achieving goals and objectives, in collaboration with SOPAC's Board and staff, to build cash reserves and strengthen the organization's financial position.
- Meet aggressive annual fundraising and membership goals, in partnership with the Board, by securing financial support from foundations, corporations, individual donors, and government funding sources.
- Work with staff and the Board on annual fundraising benefit and additional events.
- Oversee all external communications, including website, marketing collateral, newsletters, social media, and public relations.
- Serve as the face of the organization and participate in internal/external events to build relationships to increase visibility, credibility, and market brand, and develop strategic partnerships to further increase community awareness and expand programs.
- Oversee management of the facility and its operations.
- Partner with Seton Hall University to enhance cultural offerings for the community through collaboration.
- Maintain relationships with South Orange Village's administration and governing body as well as Seton Hall University and SOPAC's movie theater subtenant.
- Lead and nurture an effective team that's highly collaborative and empowered to fulfill SOPAC's mission through highly successful programs, community engagement, and fundraising.

Required Skills & Qualifications

- 10+ years of experience in senior leadership with nonprofit organizations, including in cultural arts.
- Strong experience in public relations, public speaking, marketing, and fundraising.
- Knowledge of leadership and management principles for nonprofit organizations.
- Proven success working with a governing board.
- Experienced leader with a people-centric approach who successfully has led multi-disciplinary teams to execute tasks and implement programs.
- Entrepreneurial mindset, with innovative approach to planning and execution
- Energetic and engaging collaborator who thrives as a public representative.
- Proven track record overseeing, implementing, and interpreting budgetary plans and financial reports, including P&L statements, balance sheets, and cash flow statements.

- Exceptional verbal, written, and visual communication skills.
- Bachelor's degree (or equivalent)

Compensation & Start Date

SOPAC offers competitive compensation commensurate with organizations of similar size and scope of activities. Benefits include medical, dental, and vision insurance, a 403(b) plan with employer contributions, and paid vacations and holidays. This position will be filled as soon as the right candidate is identified and can start.

SOPAC is an equal opportunity employer that celebrates diversity and is committed to being an inclusive environment for all employees.

(An offer of employment will be conditional on satisfactory completion of a background check, including references, past employment, education, and criminal histories.)

How to Apply

Qualified and interested candidates should submit to EDapplications@sopacnow.org the following for consideration:

- Cover letter (up to two pages)
- Current resume
- Professional references (3)
- Salary requirements

About SOPAC

Since 2006, South Orange Performing Arts Center (SOPAC) has been serving as a premier performing arts center in the region. SOPAC offers innovative artistic and cultural experiences for diverse audiences in an intimate, inviting environment. The arts center hosts a variety of live performances, community events, and education programs for all ages. SOPAC is home for Seton Hall University Arts Council's performances, including the Classical Concert Series, Jazz 'N the Hall performances and Seton Hall University Theatre productions. SOPAC programs are made possible in part by the National Endowment for the Arts and the New Jersey State Council on the Arts. The South Orange Performing Arts Center is a 501(c)(3) charitable organization. For more information, visit SOPACnow.org.

- SOPAC opened its doors in 2006, the fulfillment of a visionary plan by the Township of South Orange Village to create a hub for arts and culture serving the surrounding communities.
- SOPAC's main focus is the presentation of a wide variety of live performances, community events, and educational programs for all ages. SOPAC has been named "Favorite Small Performing Arts Center" for five consecutive years by the People's Choice Awards, run by Discover Jersey Arts, a program of ArtPrideNJ.
- The Board of Governors of SOPAC is eager to elevate the work that SOPAC is doing to present artistically excellent performances and build audiences.
- The Executive Director oversees SOPAC's artistic direction, marketing, fundraising, strategic partnerships, educational activities, financial management, and general operations. Responsible oversight of SOPAC's annual budget of approximately \$3.5 million and a committed staff of 17 are the primary drivers of the Executive Director's focus
- SOPAC's Executive Director will be highly focused on building resources, both financial and programmatic, to ultimately ensure that SOPAC takes an even greater lead in the promotion of regional arts and culture as a critical economic driver with deep civic roots.
- The 439-seat mainstage theater at SOPAC has superb acoustics, sight lines, and seating. Audiences and artists often remark that the experience of a performance is akin to enjoying your favorite artist in your own living room.
- Above the mainstage theater is a 2,170 square-foot urban-style Loft, which is used for performances (Comedy in the Loft, Jazz in the Loft), rehearsals, classes and special events. The building houses The Herb & Milly Iris Gallery where original artwork is showcased by local professional and student artists.