



Executive Director
José Limón Dance Foundation
New York, New York

The José Limón Dance Foundation seeks an entrepreneurial and visionary Executive Director to join the Foundation at a pivotal moment of opportunity.

ABOUT THE FOUNDATION

The José Limón Dance Foundation is dedicated to preserving, producing, and furthering the legacy of José Limón, who is among the greatest and most influential dancers and choreographers in the history of American modern dance.

Limón's humanistic approach to movement and theater has been described as a physical expression of the human spirit – an expression that new Artistic Director Dante Puleio elevates and continues to forge today in the company's 75th anniversary year. Propelled by Puleio's transformative artistic vision, the Foundation is well-positioned to invest in new programming, partnership, touring, artistic development, and engagement opportunities that will introduce the Limón experience to new communities and networks, as well as strengthen its institutional foundation for future human and capital investments.

The Foundation supports two key activities: the Limón Dance Company and the Limón Institute.

Known for its dramatic expression, technical mastery and expansive and nuanced movement, the **Limón Dance Company** embodies the timelessness of José Limón's vision and work and personifies its continued resonance today. The Company's repertory pairs classic works with commissions from new choreographic voices that unearth and illuminate the human experience. The Company produces an annual season in its home-base in New York City, tours throughout the United States and internationally, and regularly engages in residencies with industry and educational partners.

The **Limón Institute** houses the Limón Archival Library & Resource Center; Limón2 – the Foundation's second company dedicated to the development of young professionals; Limón4Kids – which brings Limón's approach into the classrooms of the most under-represented New York City public schools and community centers; and an exclusive portfolio of Limón technique professional and pre-professional artistic development programs, workshops, and classes. The Institute's programs reach more than 50,000 students and scholars annually on four continents.

José Limón's story and the Foundation's humanistic work is a powerful vehicle for social cohesion today. Immigrating to the United States from Mexico in 1918, Limón is considered one of Mexico's greatest artistic exports, and a role model for Latinx communities throughout the United States. A peer of modern dance luminaries Martha Graham, Paul Taylor, and Merce Cunningham, Limón's work reflects and elevates communities and identities influenced by a confluence of cultures and has the capacity to move people across generations and social divides. Numerous honors have been bestowed upon both Limón and the Company including the White House's 2008 National Medal of Arts for Lifetime Achievement.

ABOUT THE POSITION

The Executive Director is the chief executive officer of the José Limón Dance Foundation, reporting to the Board of Trustees. The Executive Director oversees the Foundation's staff and operations working with the Board and Artistic Director.

The Executive Director will serve as a strategic partner and collaborator to the Artistic Director, who also reports directly to the Board of Trustees. In this role the Executive Director **operationalizes the artistic vision and produces the resources, organizational structures, and institutional visibility necessary to achieve it.**

The Executive Director will execute the Foundation's Strategic Plan, fortifying the institution's health with an emphasis on diversifying revenue streams; increasing institutional capital; advancing its national and international recognition; galvanizing the dedicated team of artists, teachers, and administrators that produce its work; and communicating its distinctive value proposition.

The Executive Director will be an influential and commanding communicator and ambassador, with expertise cultivating

and activating relationships and partnerships that will expand the organization's resources through earned and philanthropic efforts, as well as its reach through new constituents, communities, and networks. The Executive will craft and articulate a compelling case for support through effective storytelling about the Foundation's Company, programs, students, alumni, outreach, and impact.

The Executive Director will provide innovative and forward-thinking leadership internally and externally that maximizes the Institution's assets and drives deep engagement among the Institution's donors, patrons, trustees, dancers, staff, and alumni committed to, and inspired by, its work.

The José Limón Dance Foundation currently has an annual operating budget of approximately \$1.2 million, of which 75-85% is generated through philanthropy. The balance is received through earned income (tickets, touring, training & class fees, etc.). The annual operating budget varies from year to year (recently has been about \$1.4 million) and the Executive Director will be driven to grow the organizational budget to provide increased opportunities for the Company and Institute.

ABOUT THE TEAM

The Executive Director's direct reports include a Director of Finance & Operations, Marketing Manager and Director of Education Programs. A Finance Associate & Company Manager reports to the Director of Finance & Operations. Additional external contractors support the company in the areas of grant-writing, publicity and artist representation.

The Artistic Team, reporting to the Artistic Director, includes the Associate Artistic Director, thirteen Company Members, Production Stage Manager, Lighting Supervisor, and Wardrobe Supervisor. The Education Team, reporting to the Director of Education Programs, includes the Associate Program Director, School Administrator, Education Programs Associate, and Teachers and Accompanists that are part of the Limón Faculty.

PRIMARY RESPONSIBILITIES

The primary responsibility of the Executive Director is to implement strategies to ensure organizational sustainability and advancement. This includes the formation of strategy to achieve, and oversight of organizational efforts to ensure, satisfaction of the following goals:

- With the Board of Directors and Artistic Director, provide strong organizational leadership to set the overall strategic and operational direction for the José Limón Dance Foundation.
- Oversee and advance the organization's marketing and communications efforts, with the goal of expanding audiences and increasing the visibility of the Foundation's programs and public image through programmatic and institutional marketing strategies. Build strong relationships and partnerships with appropriate cultural and civic organizations, producing and presenting partners, government officials and community leaders, including participating in high profile community activities, speaking engagements, and social events. Serve as one of the principal spokespersons of the Foundation.
- Increase and sustain contributed revenue through a robust fundraising effort focused on the cultivation of support from individuals, foundations, corporations and government sources including: developing a portfolio of giving mechanisms encompassing annual & targeted campaigns and special events; partnering with the Artistic Director and staff to identify programs and opportunities that can be used as anchors for fundraising; developing an annual institution wide cultivation calendar; leading prospecting, cultivation, solicitation and stewardship strategies; and engaging the Board of Directors in the organization's fundraising activities.
- Engage and manage effective, enjoyable relationships with board members to maximize their participation in Foundation and their contribution toward its success and growth, and assist in growing the Board.
- With the Artistic Director and the company's touring agent, maximize opportunities for touring and performance in the United States and abroad. Seek commissions and long-term residencies that will enable the creation of new work. Develop and implement strategy, with the Director of Education, to expand the influence of the Institute's training and education services, maximizing participation and revenue from those activities.
- Oversee the finances of the Foundation, financial instruments (both operating and capital) to monitor and report on the organization's financial performance including working with the Artistic & administrative team to plan and prepare operating budgets for Board approval; providing timely and meaningful financial reports to the Board; and developing long-term financial plans that ensure fiscal responsibility.

- Develop and maintain business policies and procedures that ensure the efficient and professional operation of the organization.
- Supervise, support, mentor, motivate and with Board approval, hire a professional staff, who implement operations, marketing, fundraising, and financial management in support of artistic, educational and community programs.
- Act as a lead negotiator and contracting agent with external constituencies including corporate sponsors, foundations, governments agencies, partners, and vendors. Ensure that commitments have been received and followed through appropriately.
- Support the Foundation's artistic goals by leading facilitation, coordination and counsel for the entire organization, including staff, dancers, board members, volunteers, volunteer committee members and in-kind partners. They will encourage and allow issues, problems and opportunities to be raised, discussed and resolved in a creative environment and professional manner.

Qualifications

Strong candidates will have the following experience and capabilities:

- Bachelor's degree required; advanced degree in business, non-profit management or related field preferred.
- Demonstrated ability to move organizational projects forward in an inclusive and strategic manner.
- Commitment to upholding a strong organizational culture by leading with the values of the José Limón Dance Foundation and dedication to supporting and mentoring the staff.
- Successful experience in a management and/or senior leadership position within a dance, producing, presenting or multi-disciplinary producing organization. Candidates with a deep knowledge of dance and with substantial experience in the areas of fundraising, marketing, education programming, and/or touring, but without experience managing a cultural institution, will be considered.
- Demonstrated ability to work with a Board of Directors to maximize participation and engagement including supporting the Board in understanding and evaluating its roles and composition; identifying, recruiting, and onboarding new members; and engaging Board Members in the life of the organization.
- Proven fundraiser with a polished, personable style and a natural relationship-builder with experience securing significant gifts from individuals, as well as foundation, government and corporate sources.
- Demonstrated experience in providing marketing leadership to increase organizational visibility and earned income.
- Experience working in, or broad knowledge of, the greater New York City community preferred, but not required.
- General non-profit management experience with a strong understanding of finance, budgeting, information systems, and human resources.
- Track record of growing another organization or business by developing organizational capacity and staff preferred.
- Exceptional written, oral, interpersonal, and presentation skills.
- Strong knowledge of national trends and best practices and a great appreciation for the arts, and, in particular, modern dance.

Salary range and benefits available upon request.

To Apply:

Interested candidates are invited to apply by uploading a resume, cover letter, and salary requirements [online here](#). Recommendations of qualified individuals are invited and should be directed to: careers@limon.nyc. Please send questions to careers@limon.nyc. No phone calls, please.