



Nancie Woods, Artistic Director
Caroline Frankil Warren, Executive Director
www.BalletNova.org

Board Director Job Description

Purpose: To build a diverse, qualified Board of Directors, who will advise, govern, fundraise, oversee policy and direction, and assist with the leadership and general promotion of *BalletNova Center for Dance* to support the organization's mission and vision. This is a volunteer, unpaid position.

Board Responsibilities

- Determine mission and purpose
- Support and evaluate the Managing Directors (joint leadership of Artistic and Executive Directors)
- Ensure effective planning, and legal and ethical integrity
- Actively participate in fundraising efforts, with significant personal contributions
- Monitor and strengthen programs and services
- Protect assets and provide proper financial oversight
- Enhance the organization's public standing and garner support from the community
- Build a competent board

Expectations

- Commitment to BalletNova's mission, vision, and values
- Attend standing Board meetings (approximately 6-8 times/year)
- Participate in one or more committees (e.g., strategic planning, development, governance, finance) and actively contribute to Board discussions and decisions
- Become knowledgeable about BalletNova's finances, budget, strategy, and resource requirements
- Understand and execute the policies and procedures as outlined in the Bylaws
- Exercise strategic thinking and participate in short- and long-term planning
- Attend performances and special events, bringing at least two guests with you, and represent BalletNova at community meetings and events as needed
- Contribute or obtain financial support (through donor contacts/fundraising); minimum of \$1,000/year
- Be comfortable with cultivating new donors by utilizing professional and personal contacts for soliciting funds and communicating about performances, programs and other activities
- Identify and recruit new Board members

Qualifications

- Demonstrated leadership ability in business, education, the arts, and/or non-profits
- Exhibit independence and objectivity, and ability to serve as a representative of BalletNova
- High ethical standards, personal integrity, excellent interpersonal and communication skills, team player, sense of humor
- Ability to develop good working relationship with other Board members and contribute to the Board's working relationship with the Managing Directors
- Past experience in and/or strong interest in strategic planning and implementation, and ability to read, understand and offer suggestions and comments on financial statements
- Open to cultivating new donors and soliciting funds and program development
- Community and fundraising experience with a non-profit organization, and background in the arts a plus

Benefits

- Opportunity to help make the community richer through cultural development and outreach
- Develop personal leadership proficiency and increase visibility of your own business
- Explore new skills such as strategic planning, financial oversight, communication, networking
- Get to know other community leaders and attend Chamber of Commerce events at the member rate
- Receive invitations to exclusive events such as the Nutcracker VIP reception and performance rehearsals

Applications of interest should be sent with a cover letter and resume to the Nominating Committee at fletcherandassociates@msn.com and include subject line: "Last name, First name – BalletNova Board Director or Committee Member."