



Angkor Dance Troupe, Inc.

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Job Opportunity

For first consideration, please apply by **June 15, 2021**

Title: Executive Director (Full-Time)
Reports To: Board of Directors, Angkor Dance Troupe

Angkor Dance Troupe seeks to hire a full-time Executive Director, effective immediately. The Executive Director is the primary officer responsible for the day-to-day operations, leading the organization's fund development efforts, directing the work of a professional staff, and serving as the primary spokesperson for the organization. Reporting to the Board of the Directors, the Executive Director ensures that the organization is fiscally sound and that its internal and external communications, fund development, and programs are meeting the needs and interests of its participants.

Angkor Dance Troupe's (ADT) mission is to connect communities through the preservation, education and innovation of Cambodian Performing Arts. ADT provides instruction, preserves Cambodian history, and spreads knowledge through its teaching of traditional Cambodian dance, music, history, and the Khmer language. It provides access and connection to the Cambodian culture through a variety of classes. Through these classes and the high-quality performances by its dancers, ADT maintains the integrity of Cambodian performing arts and traditions while adapting to societal changes, and developing the next generation of dancers, teachers, mentors, and leaders.

Leadership and Vision

- Serve as a visionary leader to raise the profile of the ADT within Lowell and beyond
- In collaboration with the Board, establish a clear vision for continued excellence in all programs and efforts
- Provide direction to guide programs that align with the organization's vision

General Management, Finance and Administration

- Ensure effective, professional management of day-to-day operations
- Oversee the organization's financial operations, including ensuring that sound financial controls and accounting procedures are in place, preparing the annual budget for board approval, and providing financial reports for board review and oversight
- Determine staffing needs for the organization in consultation with the Board and develop a growth plan
- Direct and evaluate communications strategies to ensure ongoing programmatic excellence
- Lead, coach, develop and retain a cohesive staff, ensuring that there is strong internal communication and coordination



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Development

- Work with the Board to develop and implement a comprehensive fundraising plan that includes major gifts from individuals, corporate sponsorships, grants, in-kind donations, memberships and other charitable events
- Build a larger, sustained base of individual donors
- Build a larger vendor base for performance bookings
- Track proposals and reports for all grants, foundation and corporate fundraising
- Manage and maintain the donor management system
- Inform the budget process by determining the amount of contributed revenue that can be raised to support programs and operations

Characteristics/Requirements

- A leader who is creative, strategic, resourceful and understands the value of creating relationships with other organizations and key stakeholders aligned with ADT's goals
- An energetic person who can handle and prioritize multiple activities and responsibilities; a self-starter and finisher
- A team player who inspires collaboration and functions decisively; flexible and well-organized
- Flexible nights and weekends, working on Sundays is required

Minimum Qualifications

- B.A. in relevant field
- Passionate about Cambodian culture and the arts
- At least three years of experience in organizational management, including oversight of budget and personnel
- Ability to work flexibly in a teamwork environment and take initiative as a self-starter
- Excellent communication and interpersonal skills with people from diverse personal and professional backgrounds

Preferred Qualifications

- MBA or M.A. in relevant field
- Knowledge of Lowell and the Cambodian community
- Conversational in Khmer

Compensation

Salary commensurate with experience; health benefits; flexible work hours (although Sundays are required); great networking and professional development opportunity.

Email cover letter and resume to:

Dr. Sue J. Kim

President of the Board of Directors

Sue@angkordance.org

Make sure to list subject line: Executive Director Applicant