

Frequent Flyers® Productions

Executive Director

Frequent Flyers® Productions (FFP) is a Boulder, Colorado, non-profit aerial dance company seeking an Executive Director (E.D.) for a full time position. The E.D. will oversee the company's operations and is responsible for all fundraising and development programs. This person reports directly to the Board of Directors and works in coordination with the Artistic Director and Education Director. Specific duties include the following:

Fundraising/Donor Development:

- Create and implement comprehensive annual fund development plan. Plan will include, at a minimum, individual giving, corporate sponsorships, foundation and private grants and events.
- Manage individual donor cultivation and giving. Develop an individual giving program to include direct mail marketing and face-to-face solicitations.
- Oversee donor database
- Solicit and obtain corporate sponsorships.
- Write, prospect, track and report on grants.
- Manage and support fundraising events.

Operations Management:

- Manage administrative staff, financial records, human resources, and IT.

Financial Management:

- Develop and track budgets for grants, board meetings and future projections.

Board Liaison:

- Attend monthly Board Meetings and prepare appropriate reports on the organization's activities.
- Support Board Member Committees.
- Assist Board with membership development and recruitment.

Community Relations:

- Attend relevant networking and social events to promote FFP.

Program Support:

- Work with registrar to ensure timely student payment and waiver compliance.

Aerial Dance Festival:

- Provide administrative support during the *Aerial Dance Festival*.

Compensation: \$45,000-\$50,000 dependent on experience. Some flexibility available in work schedule. Will include some nights and weekends.

Minimum Qualifications:

Proven experience with all aspects of managing a mid-size non-profit (preferably arts-based) including fundraising with specific experience raising gifts from individuals; grant writing; budgeting; interfacing with the Board of Directors, Artistic Director, and Education Director; marketing; and program oversight. Advanced skills in the following computer programs: Word, Excel, and DonorPro (or other fundraising database software).

Strategic and creative thinker with a strong work ethic

Excellent written and verbal communication skills

Extremely organized and resourceful with an ability to multi-task

Team player but also able to be self-directed

Send resume and references to:

Nancy Smith

Frequent Flyers Productions, Inc.

email: jobs@frequentflyers.org

No phone calls please.

To learn more about us, visit: www.frequentflyers.org