

Executive Director

Tuscaloosa Children's Theatre

The Tuscaloosa Children's Theatre (TCT) is searching for a part-time Executive Director for 20 hours of work per week. TCT, now in its 35th year, is a 501©3 located in Tuscaloosa/Northport, Alabama and operates with an annual budget of approximately \$200,000. TCT is a largely volunteer organization that puts on three children's stage productions each year at the Historic Bama Theatre and conducts summer camps and workshops. TCT maintains a rental building for offices, rehearsals and camps, an extensive costume warehouse, a website, social media accounts, and a separate set construction workshop. TCT recently developed a strategic plan and anticipates moving into The Saban Center in downtown Tuscaloosa after completion of that building. TCT will require a full-time director upon moving into the Saban Center.

The Executive Director (ED) will report to the Board of Directors (Board) and shall be responsible for the preparation and execution of fund raising, development goals and strategies as well as managing the day to day operation of the organization and the building at 601 Energy Blvd. in Northport, Alabama. This includes, but is not limited to, outreach and the coordination and implementation of processes for productions and workshops by TCT, in conjunction with the Artistic Director (AD), the Summer Camp Director (SCD) and the Board. The ED will also be the main point person interacting with the Saban Center. The TCT Board expects high ethical standards and personal integrity among all employees.

Duties and Responsibilities:

Fund-raising with an emphasis on grant writing including: relationship building for major gift and sponsorship solicitations, donor management, employee/Board giving

Liaison to the Saban Center to cultivate and maximize that relationship

Development and implementation of good business practices and administrative processes

Strategic leadership to meet/exceed the mission and vision of TCT including implementation of the strategic plan developed by the Board

Prepare and manage the TCT budget while exercising prudent and proactive control to fund the programs of the organization

Negotiate/review contracts with Board approval

Staff management - conduct interviews and recommend to the Board any new hire, requiring Board approval. Collaborate and communicate regularly with the Artistic Director

Communicate effectively and maintain positive relationships with all members of the TCT Board. Develop and foster a strong sense of partnership with board members, actively seeking their guidance and encouraging their participation in securing philanthropic support. In concert with the Board maintain an active effort to identify, cultivate and recruit new members, whenever appropriate and necessary. The ED will report to the Executive Committee at monthly meetings and will plan and attend the full Board monthly meetings

Desired Qualifications

Bachelors Degree required, Master's Degree (preferred) in nonprofit, public or private administration or equivalent

Administrative experience in a performing arts non-profit organization

Demonstrated skills in fund-raising and financial management

Demonstrated skills in marketing and public relations

Demonstrated success in grant writing

Demonstrated effective time management and organizational skills

Effective computer skills in word processing, database, spreadsheet, social media, website management and budgeting. Quickbooks experience preferred, but not required

Commitment to establishing and maintaining good relations with the board of directors and the community

Ability to grow with the organization as it moves forward in its affiliation with The Saban Center

Summary

TCT is entering an exciting time with the anticipation of a permanent home at The Saban Center. The Executive Director will provide leadership for the mission and vision of TCT and its continued success. The part-time position will provide a salary of \$22,500-\$25,000 commensurate with experience and qualifications.

Interviews can begin on a rolling basis as applications are received. Candidates should submit a one-page cover letter, a resume and three references electronically to tuscjobtct@gmail.com by August 31, 2022

