

**Ross Wixon**  
*Administrating Director*

**Colin K. Bills**  
*Producing Director*

WASHINGTON  
**REVELS**  
Community. Tradition. Celebration!

**Roberta Gasbarre**  
*Artistic Director*

**Andrea Jones Blackford**  
*Associate Artistic Director*

**Elizabeth Anne Fulford**  
*Music Director*

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## EXECUTIVE DIRECTOR JOB DESCRIPTION

Washington Revels' Mission: To Create Community through Celebration! Washington Revels uses performance, education, and community engagement to revive, sustain, expand, and celebrate cultural traditions — in music, dance, storytelling, and drama — that bind people together in spirit and joy. We strive to illustrate the world's common humanity, connecting all people in a community that stretches across ethnic, cultural, and religious divisions, and through time.

The Executive Director, in consultation with the artistic staff, is responsible for overseeing the administration and programs of Washington Revels as well as the implementation of its strategic plan. Other key areas of responsibility and authority include fundraising, marketing, and community outreach. The position reports to the Board of Directors.

Washington Revels welcomes all applicants, and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national or ethnic origin or identity, genetic information, political or religious opinion or affiliation, family responsibilities, or any other characteristic protected by law.

### COMPETENCIES:

- Leadership and supervision
- Strategic thinking
- Organizational skills
- Problem-solving / analysis
- Decision-making
- Results driven
- Proficiency in communication
- Collaboration with stakeholders
- Prioritization and delegation
- Flexibility
- Listening skills
- Financial and business acumen

### FUNCTIONS:

- 1) Organization, Mission, and Strategy: Work with the Board, staff and volunteers to advance Washington Revels' mission through programs, administrative and financial leadership, strategic planning, and community outreach.
  - Directly or indirectly supervise all administrative staff.
  - In consultation with the artistic staff, develop and manage programs consistent with the mission.
  - Advance the financial success of Washington Revels' productions, including *The Christmas Revels*.
  - Apply principles of diversity, equity, and inclusion to all aspects of work – staffing, audience engagement, partnerships, etc.
  - Maintain a welcoming organizational culture that values and leverages staff and volunteer skills and contributions.
  - Engage regularly and comfortably with all stakeholders, including volunteers, donors, and patrons of Washington Revels events, and serve as a public face of Washington Revels to the larger community. Attend Washington Revels performances and functions outside of regular office hours.
  - Serve as liaison with Revels Inc., the umbrella organization for all Revels® groups nationwide.
  - Project a professional and positive attitude, and maintain cooperative and mutually beneficial relationships, in the local arts and nonprofit communities and larger DC community generally.

2) Financial Performance and Viability: Work with the Board and staff to ensure the financial health of Washington Revels.

- Maintain the fiscal integrity of Washington Revels through appropriate day-to-day financial management. Submit to the Finance Committee a proposed annual budget and monthly financial statements.
- Operate within the approved budget and ensure optimal resource utilization.
- Oversee fundraising planning and stewardship for contributed revenue (donations and grants), and serve as a key cultivator of major donors.
- Oversee marketing and audience development.

3) Board-Related Responsibilities:

- In consultation with the artistic staff, serve as principal staff liaison to the Board, providing reports, documents, and information needed for the Board to make informed decisions.
- Attend all Board meetings ex officio and assist the Board Chair with meeting arrangements.
- Serve as ex officio member of all Board committees, attending some meetings and serving as staff liaison if other staff are not available.
- Engage directly with individual Board members to assist them in accomplishing Board responsibilities and organizational goals.
- Help to identify and develop new Board and committee members.

**PREFERRED EXPERIENCE:**

- Experience managing a non-profit arts organization.
- Experience managing an organization that relies heavily on volunteer efforts to accomplish the organization's mission.
- Experience integrating an arts organization into the life of the larger geographical community surrounding the organization.

**WORK TECHNOLOGY:**

This position operates in a professional office environment with an all-MAC IT system, Dropbox cloud storage, QuickBooks Online, and PatronManager, an integrated ticketing and (Salesforce-based) CRM platform.

**WORKPLACE and HOURS:**

This is a full-time position. Normal work hours include a standard 40-hour work week, with additional evening and weekend hours as needed. The Revels office is located at Glen Echo Park, with the flexibility to work off-site, as the work itself allows.

**COMPENSATION and BENEFITS:**

Salary \$65,000-\$80,000 based on experience; paid vacation, sick leave, holidays and personal days: and employer contributions toward one or more traditionally deductible benefits, at the employee's discretion (e.g. health insurance, life insurance, disability insurance, IRA, Section 403(b) plan, etc.).

**TRAVEL:**

Washington Revels produces programs and participates in partnerships in the Washington, DC metro area. In general, out-of-town travel is limited to the annual national Revels production retreat and bi-annual national board retreat.

**TO APPLY:**

Submit letter of intent, CV, and optional video submission to [EDsearch@revelsdc.org](mailto:EDsearch@revelsdc.org) or P.O. Box 665, Glen Echo, MD 20812.