

Tamara C. Williams
Executive Director

Roberta Gasbarre
Artistic Director

WASHINGTON
REVELS
Community. Tradition. Celebration!

Elizabeth Anne Fulford
Music Director

Andrea Jones Blackford
Associate Artistic Director

WASHINGTON REVELS EXECUTIVE DIRECTOR JOB DESCRIPTION

Washington Revels' next Executive Director (ED) will lead staff, volunteers, and other members of our community in our mission to connect people of all generations and backgrounds, celebrating our diverse cultural traditions and shared humanity through educational and participatory performing arts. The ED will build on our organization's 42-year record of success to expand the reach, impact, and sustainability of our programming.

The ED, in partnership with the board and artistic staff, will be responsible for leading and energizing our volunteer-heavy organization with a strong sense of community through committed, active participation that transcends the typical 9-to-5 work schedule. In practice, this means getting to know the community through presence at internal and external events and activities; meeting with volunteers, performers and community members; and learning about the longstanding culture and practices of Washington Revels, while helping to build new ones that address the needs of our growing, diverse organization moving forward.

The ED reports to the Board of Directors and manages a small team of full and part-time employees, as well as independent contractors and volunteers. In consultation with the artistic leaders, the ED is responsible for overseeing administration and programs of Washington Revels as well as the implementation of its strategic plan. Other key areas of authority and accountability include budgeting and financial management, fundraising, marketing, human resource management, partnerships, and community engagement.

COMPETENCIES:

- Experience in management of a non-profit arts organization
- Strong financial and business management skills
- Experience in fundraising from both individual donors and institutional grant-makers
- Strong leader and team-builder with proven change management and capacity-building skills
- Strong communication skills to promote the organization, help create effective marketing materials, and act as the face of the organization
- Experience energizing a volunteer-heavy organization with a strong sense of community
- Ability to collaborate with artistic leaders and external partners to engage a wide range of performers, audiences, and communities
- Experience in developing educational programming

Washington Revels welcomes all applicants. Please apply even if you do not meet 100% of the criteria.



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Washington Revels is a 501(c)(3) non-profit theater organization. (EIN: 52-2296036 and CFC Code: 52558)

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. The Revels office is located at Glen Echo Park, with the flexibility to work off-site as the work itself allows.

COMPENSATION and BENEFITS:

\$65,000-\$80,000, based on experience. Benefits include: Paid vacation, sick leave, holidays and personal days; and employer contributions toward one or more traditionally deductible benefits, as part of a cafeteria plan, at the employee's discretion (e.g. health insurance, life insurance, disability insurance, IRA, Section 403(b) plan, etc.). This is a full-time position.

Washington Revels is committed to supporting and maintaining a diverse and inclusive community. The organization 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, veteran status, political or religious opinion or affiliation, family responsibilities, or any other characteristic protected by law.

TO APPLY:

Submit letter of intent, CV, and an optional video submission to EDsearch@revelsdc.org.