

HANCOCK CENTER EXECUTIVE DIRECTOR POSITION

ORGANIZATION MISSION

Hancock Center for Dance/Movement Therapy improves the lives of others by providing body-centered, movement-based psychotherapy, education and outreach. We fulfill our mission by supporting the healthy potential of individuals of diverse ages, abilities and needs to enhance their lives. We are committed to serving the under-served and those who might not have access to or the ability to pay for therapy.

POSITION PURPOSE

To lead the Hancock Center in the achievement of its mission, including agency administration, financial management, fund development, public relations, and oversight of staff and programming. The position is collaborative with and accountable to the Hancock Center Board of Directors and the Marian Chace Foundation Board of Directors.

ESSENTIAL FUNCTIONS

Agency Administration

1. Support the mission of the Center.
2. Attend Board meetings as an Ex-Officio member and assist with planning for and follow-up from the meetings.
3. In conjunction with board and staff, oversee development and implementation of agency goals, long-range plans, and programs.
4. Promote and maintain the ethical and legal standards of the organization's therapy programming, ensuring adherence to the standards set by the American Dance Therapy Association and the Wisconsin Department of Safety and Professional Services.
5. Establish and coordinate the Advisory Board.

Financial Management and Fundraising

1. In collaboration with the Board of Directors, establish and oversee financial goals and compliance.
2. Maximize revenue from therapist clinical efforts by evaluating, implementing, and maintaining programs and organizational structure.
3. Oversee budget preparation and financial reporting and compliance.
4. Develop and implement fundraising plans.
5. Solicit granting and private funding opportunities and maintain donor and other funding source relationships.
6. Manage and maximize the revenue capacity of the building.

Human Resources Administration

1. Manage recruitment, screening, hiring and termination of staff in compliance with personnel policies and procedures.
2. Assess, update, and maintain staff job descriptions.
3. Assign specific areas of responsibility to therapy and administrative staff within the scope of their job descriptions.
4. Oversee employee performance appraisal program, including documentation of performance assessment and conducting supervisory conferences.
5. Update personnel manual and employment contracts as needed.
6. Facilitate communication, schedules, and program planning among staff.

Community Outreach

1. Represent the agency in the community.
2. Serve as media relations contact for Hancock Center.
3. Oversee written, multimedia, and web-based outreach material.

Facility Management

1. Ensure building meets insurance, building code and safety requirements.
2. Ensure building is properly maintained and repairs and upgrades are completed as needed.

QUALIFICATIONS

1. Masters in non-profit management, arts administration, business administration, or other relevant degree preferred, or Bachelors with extensive non-profit administration experience
2. Non-profit development and administration experience required
3. Experience and demonstrated skills in grant writing and fundraising
4. Experience in strategic planning and business modeling
5. Demonstrated skills in as many of the following as possible: fundraising, financial management, human resources administration, and community outreach
6. Knowledge, understanding of, and appreciation of the Creative Arts Therapies as Psychotherapy, or willingness to learn
7. Excellent verbal and written communication skills
8. Experience with mental health agencies and knowledge of HIPPA; state licensing requirements of mental health providers, Medicaid and/or insurance billing strongly preferred
9. Familiarity with the Madison area philanthropic community and local funders desired

STATUS

Full time, salaried

COMPENSATION

52-58K with benefits and bonus potential

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this agency to ensure equal employment opportunity to all persons, without regard to sex, age, race, religion, national origin, handicap, marital status, sexual preference or any factor not related to job performance.

APPLICATION INSTRUCTIONS:

Send questions and cover letter/resume to: ED@hancockcenter.net.

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