
Bayview Opera House Ruth Williams Memorial Theatre

4705 Third Street
San Francisco, CA 94124
(415) 824-0386

Job Announcement

May 23, 2022

Job Title: Executive Director

Reports To: Board of Directors of Bayview Opera House

Location: San Francisco, CA

Salary: Commensurate with experience up to \$120,000/year.

Benefits: Health, dental and vision; 401k plan with employer match, annual vacation.

Job Summary

The Executive Director is responsible for the successful leadership and management of Bayview Opera House Ruth Williams Memorial Theatre in accordance with the strategic direction set by the Board of Directors.

Mission Statement

The Bayview Opera House Ruth Williams Memorial Theatre exists to appreciate Black arts and culture through the acknowledgment of our rich legacy and stewardship of our unique history while providing accessibility for artists and audiences to be activated through our transformative work that educates, inspires, and progresses excellence.

Job Duties

1. Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect BVOH.
- Act as a professional advisor to the Board of Directors on all aspects of the BVOH's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- Act as a spokesperson for the organization, in coordination with the Board President.
- Represent BVOH at community activities to enhance the organization's community profile.

2. Operational Planning and Management

- Develop an operational plan which incorporates goals and objectives that work toward the strategic direction of BVOH.

- Ensure that the operation of BVOH meets the expectations of its clients, Board, and funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

3. Program Planning and Management

- Oversee the planning, implementation, and evaluation of BVOH's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.

4. Financial Planning and Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization.
- Ensure that BVOH's complies with all legislation covering taxation and withholding payments.
- Sign contracts, leases, licenses, and binding agreements on behalf of the organization.

5. Community Relations/Advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by BVOH.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

6. Professional Qualifications

- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning.

- Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

7. Education and Experience:

- A Bachelor's degree in business, human services, nonprofit or public administration or related field.
- At least 6 years of experience managing complex programs and teams, with diverse revenue streams.
- A Master's degree in nonprofit/public administration, business is preferred.

8. Physical Conditions:

- Works typically in an office. Involves walking or standing, as well as frequent contacts with public and private clients, outside agencies. Operates a computer regularly; a high-level of competency required in the creation and maintenance of various databases, reports, spreadsheets, and other documents.

To apply remit Cover Letter and Resume
 Please share your interest in working at the Bayview Opera House
 Executive HR Solutions
 executivehrsolutions1@gmail.com