



Job Title: Managing Director
Organization: TILT Performance Group

Employment Status: Part-Time Hybrid (Austin, TX)

Reports to: Producing Artistic Director

Job Summary

ABOUT US:

TILT Performance Group is an Austin-based nonprofit organization dedicated to shattering disability stereotypes through inclusive theatre. Since 2014, we've envisioned a Central Texas region where disabled artists thrive through our innovative programming, guided by values of artistic originality, meaningful employment, impactful education, strategic collaboration, and fun. For more information, visit tiltperformance.org.

ABOUT THE OPPORTUNITY:

The Managing Director will be responsible for all administrative duties related to the management of TILT Performance Group, including fundraising, operations, marketing, financial oversight, and ensuring compliance with all 501(c)(3) requirements. The Managing Director will interact frequently with TILT's Board of Directors as part of the organization's leadership team, collaborating with the Producing Artistic Director to create and maintain an infrastructure that supports TILT's mission, vision and values. The Managing Director will be responsible for providing specific reports to the Board as directed by the Producing Artistic Director. Starting salary of \$30,000 for half-time work is negotiable based on skills and experience.

TO APPLY:

Please submit a cover letter, resume, and contact information to jobs@tiltperformance.org. Review of applications will begin November 28, 2022 and the posting will remain active until filled.

Essential Functions

- Create business plans for the attainment of goals and objectives set under the guidance of the Producing Artistic Director and Board of Directors.
- Meet annual fundraising goals, in partnership with the Producing Artistic Director and the Board of Directors, via innovative fundraising strategies and annual giving campaign.
- Lead the development and maintenance of a broad donor base including individuals, foundations, corporations, and government funding sources.
- Identify and pursue new funding sources, including writing grant applications for funding.
- Oversee the development and rollout of all external communication materials including website, marketing materials, and newsletters to promote productions and initiatives.
- Develop strategic partnerships to increase community awareness and expand TILT's work.
- Establish policies and procedures to ensure a stable and sustainable organization.
- Manage a culturally diverse team dedicated to fulfilling the organization's mission through successful program implementation, community engagement, and fundraising targets in an environment that prioritizes inclusion and accessibility.
- Ensure that all vendor invoicing, deposits, contract payments, and payroll are completed accurately and on time, collaborating with TILT's bookkeeper to reconcile bank statements and ensure the financial stability of the organization.

- Establish a training plan for all new staff, artists, and volunteers to ensure that TILT's culture and values are maintained within a safe and respectful environment.
- Prepare financial reports for the Producing Artistic Director to report to the Board, or directly present financial reports as requested.
- Other duties as assigned.

Required Qualifications

- Degree in business, arts management, human resources, finance, nonprofit management, or related field
- 3+ years of management experience, preferably with a nonprofit, or equivalent in specialized training
- Strong public relations, marketing, and fundraising experience
- Knowledge of management principles related to nonprofits
- Good eye for detail
- Self-directed and able to work independently as well as collaboratively with colleagues
- Excellent planning, project management skills, and systems thinking
- Ability to work with a flexible schedule including occasional evenings and weekends
- Excellent verbal and written communication skills
- Commitment to fostering an equitable organization and promoting TILT'S Equity Pledge Internally and externally.

Preferred Qualifications

- Experience working in an arts-based organization
- Experience working with people with disabilities
- Experience working with QuickBooks
- Experience maintaining a website and Point of Sale through Wix
- Experience managing social media platforms such as Facebook, Instagram, LinkedIn, etc.