



## Managing Director

As part of the executive team of the company, the managing director works in partnership with the artistic director and reports to the Board of Directors. The managing director plays an integral role in the development and execution of the organization's strategic plan and in addition to the day-to-day administrative activities, including fundraising, ticket sales, community relations, education programming, office management, marketing, audience building, production support, and volunteer management. The managing director will help spearhead new artistic and developmental initiatives in partnership with the artistic director.

Responsibilities:

### **Administrative**

- Oversees the overall operation of the office, including responding to email sent to the general Lean and Hungry account, record keeping, and mailings.
- Oversees staff/interns/contractors; recruits and trains volunteers
- Collaborates with artistic director to ensure the optimum balance of artistic quality, financial strength, and organizational integrity

### **Audience Development**

- Coordinates with the artistic director to develop and implement audience development activities including marketing strategies and promotional events.
- Oversees outgoing communications.
- Works with the board to create ticket sale goals.
- Works with the board to oversee the sale of existing products including shows and study guides

### **Financial Management**

- Works with the Artistic Director and Board of Directors to develop an annual budget to support the organization's programmatic and institutional priorities.
- Responsible for working with the bookkeeper to produce monthly financial reporting, budget performance, forecasting, cash flow projections and maintain the accounting systems.

### **Fundraising**

- Works with the Artistic Director and the Board to establish annual and long-term fundraising goals.
- Works with the Artistic Director and the Board and volunteers to identify new donors and sponsors, track, cultivate, renew, and upgrade current and prospective major donors and sponsors.
- Works with the Artistic Director and the Board to identify grants, submit applications, and conduct necessary follow-up and reporting.

### **Production**

- May be a part of the discussion process re: editing, pacing and mixing during post-production.

### **Board of Directors**

- Serves, with the artistic director, as the primary staff liaison to the Board.
- Assists the Board's leaders as appropriate with the recruitment, education and development of Board members and works closely with Board committees to engage the members in the service of Lean & Hungry.

### **Advocate**

- Helps to advance the relationship between Lean & Hungry and various local and regional organizations, including government agencies and advocacy groups, community and local business groups and arts organizations
- The managing director/artistic director team presents the public face of Lean & Hungry and the managing director may be called upon to speak to private and public organizations and to the press