



Keshet Dance Company & Center for the Arts Job Opportunity

Job Title: Director of Strategic Partnerships
Salary: \$58,000 - \$64,000 annually DOE
Status: Salaried, Exempt, Full Time
Start Date: As soon as qualified candidate is found

To Apply: Send cover letter & resume to Marissa Reynolds, HR Coordinator,
marissa@KeshetArts.org and cc info@KeshetArts.org

All positions support Keshet's mission and vision, and play an active role in Keshet's programming and operations.

Mission: Rooted in dance, mentorship, and a welcoming space for the arts, Keshet activates community and fosters unlimited possibilities through education, engagement, innovation, and the pursuit of justice.

Vision: To celebrate the art of dance and be a welcoming home for the intersection of the arts, artists, and audience; actuating a flourishing environment for empowered individuals, nurtured communities, and sustained equity.

All positions include an expectation of attending regularly scheduled staff meetings, related team meetings, and other staff engagement activities as they arise.

All staff work collaboratively with their direct supervisor and team to build a schedule that meets their work/life balance, and meets the needs of Keshet programming and operations.

Keshet is committed to sustaining a staff that reflects the diversity of our communities. People who identify as Black, Brown, Indigenous, POC, women, queer, trans, and formerly incarcerated or systems-impacted individuals are encouraged to apply. Keshet is committed to investing in the leadership of formerly incarcerated and systems-impacted people.

Enclosed:

- Job Description
- Organizational Values and Touchstones
- Employee Benefits Package Summary

Keshet Dance & Center for the Arts
4121 Cutler Ave NE, ABQ, NM 87110
505.224.9808 www.KeshetArts.org

JOB DESCRIPTION

Title: Director of Strategic Partnerships

Reports To: Artistic Director

Position Overview:

- Keshet's Director of Strategic Partnerships supports the mission of Keshet *"Rooted in dance, mentorship and a welcoming space for the arts, Keshet activates community and fosters unlimited possibilities through education, engagement, innovation, and the pursuit of justice"*
- Keshet's Director of Strategic Partnerships is expected to take responsibility for the execution, quality, efficacy, and accuracy of this role, in active communication with the Artistic Director, the Director of Strategic Development, and the Director of Programming & Engagement as an active thought partner and member of Keshet's leadership team.
- The Director of Strategic Partnerships is responsible for the advancement of Keshet's mission through long term financial support secured through proactive and intentional relationship development and cultivation, specifically in order to generate sustainable funding streams through public and private grants and contracts.
- This position includes managing key relationships with government entities, foundations, funders, donors and Keshet Team Members. It requires a high level of collaboration and integration with Keshet's work, administration and logistics; attention to detail; and an expertise in strategic relationship development
- This position supports the mission and values of Keshet by demonstrating a commitment to social justice and equity; actively participating in Keshet's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into our work.

Responsibilities Include

- Assures long-term financial support for Keshet's mission by identifying, researching, cultivating, soliciting, and securing short-term and long-term funding from government entities and private foundations
- Researches and identifies emerging field-related leadership and industry trends with a special emphasis on developing partnerships and funding opportunities
- Develops relationships with and represents Keshet to government and foundation partners and prospects to support increased connectivity and funding opportunities, and is able to serve as a spokesperson for the organization as necessary.
- Researches and critically assesses government and foundation funding opportunities to share with the larger team and help determine which applications to pursue and what new strategies to implement
- Researches, analyzes, and compiles statistics, trends and data for grant proposals, reports, and cases for support, engaging with the larger fields of dance, economic development, health and wellness, violence prevention, community development, juvenile justice, accessibility, and more.
- Supports team members in tracking progress toward organizational and programmatic outcomes and goals, ensuring the collection of accurate, meaningful program data, and drafting compelling progress reports and targeted program updates that capture programmatic success
- Manages the comprehensive government and foundation grants and contracts processes in collaboration with Keshet's Artistic Director and Grant Writer
 - Monitors proposal deadlines, prepares and/or edits grant proposals, manages the proposal submission process, and provides timely grant reporting to foundations and government entities as may be required in collaboration with Keshet's Grant Writer and Artistic Director
 - Maintains library of grant support documents including budgets, audited financial statements, 990s, Board/staff lists, research, evaluation, and other case-making tools, etc.
 - Executes acknowledgement letters and facilitates grant contracts and agreements
 - Ensures acknowledgment of funders via website, e-newsletter, and social media in collaboration with the Communications Manager

The position requires the following experience, skills, proficiencies, and traits:

- Excellent analytical and organizational skills
- Proficiency in Word, Excel, Google Docs and ability to develop skills in new database programs
- Detail oriented
- Strong written and verbal skills
- Experience and comfort in grants and funding research and development
- Adaptability and ability to work and thrive in a dynamic team environment
- Ability to work quickly, accurately, and independently while maintaining an inclusive and positive environment
- Experience and comfort communicating and negotiating with stakeholders, patrons, funders, clients, etc.
- Passion for non-profit community arts environment
- Management and collective leadership experience
- Team player
- Creative thinker
- Problem solver
- Relationship builder

Keshet Core Values & Organizational Touchstones

Organizational Core Values

Values that Guide Decision Making and Behaviors

Personal Growth

seeking opportunities for stakeholders to grow beyond existing levels of competence

Excellence

pursuing achievements that reach the highest professional and personal standards in all endeavors

Fluidity

maintaining the ability and capacity to adapt to change

Opportunity

embracing calculated risks that lead to achievement, creating opportunity with courage

Inclusion

creating an inviting and accessible environment

Authenticity

ensuring an atmosphere of openness and transparency

Organizational Core Touchstones

Qualities and Approaches that Guide Business and Program Development, Implementation, Priorities and Nuances

Mindfulness

We are mindful of the whole human; we are mindful of external and internal circumstances; we approach our work with presence, respect, and intention.

Joyfulness

We value and nurture a positive, kind, and respectful environment in which playfulness, optimism, light, and joy can thrive.

Boldness & Adventurousome

Through boldness, bravery, and a sense of optimism, we enjoy, we revel, we seek new, we dig deep.

Mentorship

We are all teachers, we are all learners; always, at all ages and stages.

Responsibility & Accountability

We recognize our responsibility as listeners, learners, teachers, and mentors in our contemporary world. We listen, reflect, and respond. We recognize we will make mistakes and we commit to consistency in listening and learning, allowing for responsiveness vs reactivity. We recognize that listening is only part of the equation, consistent authentic listening supports responsible action with integrity. We choose courage over comfort.

Artistry & Creativity

We support the personal and collective pursuit of truths through the beautiful and powerful art of dance.

Keshet Dance & Center for the Arts

Employee Benefits Summary

Health Care Insurance Premium Reimbursement

Full time employees working 30 hours or more per week are eligible to participate in Keshet's Qualified Small Employer HRA (QSEHRA). Under this program, Keshet will contribute 50% of the monthly out-of-pocket premium expense, up to \$250 each month, as an addition to the employee's paycheck. Documentation of premium payments must be provided to Keshet. This Plan is intended to be a Premium-Only Plan; that is, the only medical expenses eligible for reimbursement are health insurance premiums, including dental and vision.

All eligible employees will receive a copy of the plan annually.

Flexible Paid Leave

Keshet Dance and Center for the Arts hires exceptional, professional adults to perform a wide variety of important functions that contribute to the overall success of the organization. It is Keshet's intent to provide its employees the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to Keshet.

Keshet Flexible Paid Leave policy expects that all Keshet staff will annually utilize a minimum of the equivalent of 4 weeks paid vacation time, and a maximum of 8 weeks paid vacation time. These hours/days/weeks of vacation time are taken in whatever flexible structure makes sense for each employee, in coordination with their Keshet team to ensure programming, operations and staff are all supported as needed.

Eligibility

All salaried employees with 90 days of continuous employment are eligible under this policy.

Expectations

Under this policy, salaried employees are expected to:

- Recognize that at Keshet, we value all employees' contributions and are committed to communicating with necessary supervisors and staff in advance when scheduling an absence or notifying our direct supervisor before the start of the workday when an unscheduled absence occurs.
- Understand that due to staffing needs, sometimes, not all leave requests can be approved. Advance requests are still subject to the appropriate approval.

Except for those on protected leave (such as state or federal family and medical leave), if an eligible employee is unable to meet the expectations outlined above, Keshet reserves the right to temporarily revoke flexible paid leave. If gross abuse of this leave is observed, disciplinary action may be taken, which may include termination of employment.

Verification

Managers and Team Leads also reserve the right to request verification of absences (such as a doctor's note) when legal and appropriate to do so.

Keshet Time Off Request Procedures & Criteria

Short-Term Request (up to 2 consecutive work days):

- Submit request via email to direct supervisor one (1) week in advance
- Arrange with supervisor for best efforts to cover your absence
- Track your time off in online system as Paid Time Off
- Add your time off to Google Staff Calendar

Vacation Request (3 or more consecutive work days):

- Submit request via email to direct supervisor and Human Resources Coordinator three (3) weeks in advance
- Supervisor and Human Resources Coordinator have one week to approve

Priority given with the following criteria in mind:

- *Current season and organizational needs*
 - *Assessment of past vacation and unexpected time-off used in relation to job execution*
 - *Order in which request received, if there are competing times requested*
- Arrange with supervisor for best efforts to cover your absence

Unexpected Time-Off - Sick/Personal Days:

- Communicate immediately with direct supervisor
- Arrange with supervisor for best efforts to cover your unexpected absence
- Periodic schedule changes must be shared with direct supervisor – if reorganization is required to cover your absence it must be tracked in the online system

Paid Parental Leave

Keshet Dance and Center for the Arts recognizes the importance of allowing employees to care for and bond with a newborn or newly adopted or placed child without concern of financial hardship. As such, Keshet will provide up to 12 weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. Each week of paid parental leave is compensated at 100 percent of the employee's average, weekly pay from the 12 months prior.

Additionally, Keshet offers eligible employees the opportunity to return to work in a phased and reduced hours' approach for 12 additional weeks at 100% regular compensation, following the initial 12-week leave period.

Additional Benefits

Tickets

All Keshet employees can and should utilize the free ticket option when attending performances.

Classes and Workshops

All Keshet employees can and should utilize free, unlimited access to all classes and workshops, including KIIC business workshops and guest artist workshops produced/presented by Keshet.

Studio Space

All Keshet employees are eligible for free studio space usage, dependent on availability.

Physical Therapy

All Keshet employees have access to free physical therapy appointments with Keshet's in-house physical therapist, Elizabeth Lonergan, on a first-come, first-served availability within her schedule. Priority in PT schedule goes to Company Dancers and Pre-Professional Program Students.

Flexible Hybrid Work Space

In a similar vein as Keshet's Flexible Paid Leave Policy, Keshet hires exceptional, professional adults to perform a wide variety of important functions that contribute to the overall success of the organization. It is Keshet's intent to provide its employees the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to Keshet.

Keshet expects all employees to be engaged and productive, whether working from home or working at Keshet.

There is no tracking of percentage of time at home or in person, rather, Keshet expects that all employees will choose a balance that makes sense for themselves, their families, their specific position/duties and Keshet, and the community connectivity of a thriving and engaged team of co-workers, artists, and educators. If at any time this balance feels off (either from the perspective of the employee, their supervisors, or their co-workers) it is expected that productive communication and collaborative problem solving will take place.