

## **Job Description**

### **I. TITLE: Senior Manager, Community Impact**

DEPARTMENT: Community Impact Program  
GRADE: Full Time, Salaried  
FLSA: Exempt  
COMPENSATION: \$58,000 - \$60,000  
REPORTS TO: Associate Director, Community Impact

### **II. POSITION SUMMARY:**

The Senior Manager of Ballet Austin's Community Impact Program is responsible for managing and coordinating community-centered programs that enhance the health, well-being and quality of life of the people and communities we serve. The areas of focus for this position include:

- The coordination and management of Ballet Austin's Volunteer Corps, including recruitment, training, management, and evaluation.
- The coordination of the Community Impact Department's "Community FIRST" programming, including Night of Community and For the Joy of It!

**Spanish language proficiency is required.** A successful candidate is deeply community-oriented and brings experience working in nonprofits, community, health and wellness, senior services, volunteer management, or related fields. They demonstrate a genuine interest in learning about the communities they serve and understanding their evolving needs.

The ideal candidate has experience developing and managing programs, building community partnerships, recruiting, and onboarding volunteers. Exceptional interpersonal, project management, communication, organizational skills, and the ability to work in a fast-paced environment with strong attention to detail is essential.

### **III. ESSENTIAL FUNCTIONS:**

- Manages Ballet Austin's Volunteer Program
- Coordinates, manages, and fosters offsite community partnerships and Community FIRST programming, including:
  - Ballet Austin's Night of Community
    - Serves as BA contact to partner non-profit social service organizations
    - Coordinates ticket distribution with Ballet Austin's Box Office
    - Coordinates ticket requests, seating, and the experience for each Night of Community performance
  - Ballet Austin's Off-site programming
    - Cultivates and builds relationships with nonprofit organizations and senior centers that benefit from accessible dance and movement programming
    - Coordinates program planning, partner locations, class schedules, instructor assignments, communications, and on-site logistics
    - Recruits, onboards, trains, observes, and supports instructors through the For the Joy of It! certification pathway
    - Supports program evaluation and reporting

- Coordinates Ballet Austin's strategic partnership with Black Women in Business in support of their Food Drive initiative

#### IV.OTHER ACCOUNTABILITIES:

- Other duties and responsibilities as assigned by the Associate Director, Community Impact Program

#### V.PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- On-site at Ballet Austin location, some remote hours
- Must be available select weekends for off-site Community Impact programming
- Must be available to work in person at the Ballet Austin Offices and the Long Center Performing Arts during Ballet Austin events and performances, including evenings and weekends as required

#### VI.EDUCATION AND EXPERIENCE:

- Spanish language proficiency **required**
- Dance training and experience as dance instructor is a plus
- Minimum qualifications
  - Minimum of 3 years of administrative experience working with community programs, volunteers, and/or a nonprofit organization; an equivalent combination of education and experience may satisfy this requirement
  - Exceptional organizational and time and project management skills
  - Exceptional verbal and written communication skills
  - Experience working with diverse populations and/or communities with varying needs
  - Experience coordinating programs across multiple locations
  - Ability to listen to community partners and identify opportunities to adapt
  - Proficient in MS Office Suite, including PowerPoint and Outlook

#### VII.COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

- Collaboration
- Effective Communicator
- Customer Focused
- Values Differences
- Resourcefulness
- Situational Adaptability
- Instills Trust

#### VIII.ORGANIZATIONAL RELATIONSHIPS:

- Reports to Associate Director of Community Impact
- Interdepartmental relationships

#### TO APPLY

Please email cover letter, resume, to [roshae.richard@balletaustin.org](mailto:roshae.richard@balletaustin.org)

#### BACKGROUND SEARCH REQUIRED BACKGROUND SEARCH REQUIRED

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.