



Corpus Christi, Texas

The Ritz Theater Executive Director Job Description

POSITION SUMMARY

The Ritz is seeking a visionary and operationally strong Executive Director to lead this respected nonprofit into its next chapter of growth and impact. This leader will be responsible for financial stewardship, programmatic execution, and strategic positioning, while working closely with the Board of Directors.

MISSION

This is a rare opportunity to shape the direction of the philanthropic organization dedicated to transforming the historic Ritz Theatre into a modern, top-tier entertainment and education venue focused on developing, nurturing, and promoting the arts as essential experiences that enhance the community's vitality.

PRIMARY PURPOSE

This future leader is the Executive Director of the organization, responsible for the leadership and day-to-day management of The Ritz. The Executive Director provides strategic and operational direction and promotes a culture of excellence, innovation, and collaboration. This individual works in close partnership with the Board of Directors and directly supports and manages key leadership.

KEY RESPONSIBILITIES

- Provide visionary and operational leadership in alignment with the organization's mission and strategic goals.
- Lead the development and implementation of programs, financial plans, and organizational policies in collaboration with Staff and the Board.
- Cultivate a culture of excellence and accountability, ensuring programs are high-quality and impactful.
- Oversee all financial and operational functions, including the development and management of the annual budget.
- Develop and implement a comprehensive fund development plan, including individual donor cultivation, foundation grants, and philanthropic partnerships.
- Collaborate with the Board to support and elevate the organization's agenda and presence.
- Manage contracts and ensure legal compliance across all aspects of the organization's work.
- Serve as the primary external spokesperson and public face of The Ritz Theatre.
- Promote inclusive and transparent communication across the organization.
- Support and engage the Board of Directors in governance, planning, and fundraising.

REQUIREMENTS

- 5+ years of leadership experience in nonprofit management, including supervising Staff, and experience working with and leading the Board.
- Bachelor's degree required, Master's preferred.
- Proven success in fundraising, stakeholder engagement, and strategic partnerships.
- Strong financial acumen, with experience in nonprofit fiscal management.
- Excellent communication, writing, and presentation skills.
- Experience in or appreciation for performing arts is a plus.
- Experience working with architects and contractors is a plus.
- Strong knowledge of Microsoft Office Suite and cloud-based tools.

- Familiarity with the Texas Coastal Bend is a plus.

KEY COMPETENCIES

- Inspires/motivates internal and external stakeholders to support the mission, strategic plan, and goals.
- Strong project management and interpersonal skills.
- Attention to detail and the ability to multi-task under recurring time constraints.
- Exceptional verbal and written communication skills.
- Strong work ethic and integrity.

This job description in no way states or implies that these are the only duties performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

INSTRUCTIONS FOR APPLICATION

Résumés, cover letters, and references accepted until **Friday, July 25th at 5:00 p.m. CST**. We fully respect the need for confidentiality and will not discuss candidates' backgrounds or interests with anyone without consent, nor will we reference contacts without notifying the candidate.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

LinkedIn submissions will be considered incomplete and will not be accepted.

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