



POSITION: Executive Director, Folly Theater

The Folly Theater’s mission is to preserve Kansas City’s oldest historic theater as a premier performance venue. We are committed to maintain our building’s heritage, diversify our program and entertainment offerings, and be an enthusiastic participant in the continuing revitalization of downtown Kansas City.

This dynamic not-for-profit arts organization is recruiting for an Executive Director to lead us into the next period of growth and change. Reporting to a diverse and committed Board of Kansas City leaders, the Executive Director will ensure the Folly Theater maintains its important place in Kansas City’s performing arts ecosystem.

The Folly Theater and its Board of Directors value Diversity, Inclusion, and Equity as one of the Folly’s primary guiding principles. We understand that the foundation of a vibrant, thriving arts theater and performance venue is the cross-pollination of creative/diverse programming, the cultivation of inclusive practices and strategies, and the development of a diverse team of employees and volunteers who share in these values.

We are committed to sustaining a diverse, inclusive, and equitable space where everyone who walks through our iconic theater doors — patrons, artists, employees, volunteers, and vendors — feels valued and respected regardless of gender, age, race, ethnicity, national origin, sexual orientation, gender identity, education, or ability.

Job Summary

Job Description: Executive Director
Reporting to: Board of Directors

The Executive Director is the key representative and advocate for the success and continued operation of The Folly Theater. All activities and responsibilities of the Executive Director shall be aimed at promoting and strengthening the awareness, support, and financial stability of The Folly.

The Executive Director and his/her staff shall maintain a professional public image, and in a manner reflective of the core values, mission statement and policies as set by the Board of Directors. The Executive Director shall proficiently lead the organization with skills such as superior communication, organization, and diplomacy. The position requires the Executive Director to be innovative, competitive and results driven with the confidence to recommend and execute positive and necessary change.

The Executive Director is hired by and reports to the Folly Theater Board of Directors (Board) and directs and is responsible for all aspects of the organization including but not limited to the duties presented below.

Essential Functions

Strategic Planning and Goal Setting

- Works in partnership with the Board and leads staff in promoting and fulfilling the mission of the Folly Theater.
- Partners with the Board in periodically reviewing the mission of the Folly Theater and determining long-and short-term goals necessary to meet its objectives.
- In collaboration with the Board, sets vision and strategic direction for the Folly Theater by developing and implementing a Folly Theater Strategic Plan.
- Provides leadership to staff in identifying short-term and long-term goals necessary to meeting strategic initiatives of the strategic plan.
- Collaborates with the Board President annually to develop professional goals for the position of Executive Director.

Governance

- Sustains meaningful relationships with Board and staff, corporate and community leaders and leadership of other performing arts venues.
- Responsible for leading the Folly Theater in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Collaborates with the President and Board Development Committee in the recruitment of new Board members.
- Provides administrative leadership and staff support for the Board, serves as staff liaison, or appoints delegate committees and attends Board meetings, as requested.
- Reviews and evaluates annual performance and activities of the Folly Theater in collaboration with the Board President and designated board members, in preparation for the next fiscal year, with specific consideration given to the Folly Theater Strategic Plan, programming and related events, and the budget.
- Provides all reports, minutes, and relevant materials for Board meetings in a timely fashion and at least one week prior to the date of the board meeting.
- Maintains thorough and working knowledge of the Folly Theater By-laws.

Program Development and Management

- Develops and oversees execution of all Folly Theater annual programs and events, such as the Folly Performing Arts Series, Folly Jazz Series, and Folly Americana Series. In addition, researches and creates new, diverse, innovative and audience building state of the art programming with Board approval.
- Manages, negotiates, and executes all artists, performance, and rental contracts on behalf of the Folly Theater, minimizing risk and maximizing revenue.
- Implements all programs and special events within budget.

Financial Management and Budget

- Ensures financial stability of the Folly Theater by developing and controlling a sustainable financial model, improving the bottom line through fiscal oversight, careful expense control and increased income generation.

- Prepares and presents to the Board an annual operating budget for approval in a timely manner.
- Operates the Folly Theater in a fiscally responsible manner, and in accordance with the Board-approved budget.

Staff and Volunteer Management

- Assumes responsibility for the day-to-day management and operations of the Folly Theater including staff, volunteers, and interactions with artists, patrons, donors, and the general public.
- Provides effective leadership to and manages all employees in accordance with the budget, HR and organizational policies governing hiring, evaluating performance and professional development.
- Develops job descriptions and oversees a succession plan for all staff and volunteers to include professional development opportunities and contingency plans for staffing needs, both anticipated and unanticipated.
- Maintains a climate that attracts, retains, and motivates a diverse staff of top-quality individuals and maintains and fosters a healthy, motivational, and communicative culture that supports the Folly Theater’s goal to be an employer of choice.

Fundraising and Development

In partnership with the Director of Development and with support of the Board:

- Assists in the design of an annual comprehensive development plan that generates individual donor, foundation, and corporate support.
- Oversees the direction and implementation of the development plan and monitors progress against the plan.
- Oversees fundraising, development, grant seeking and capital campaign efforts. Supports and contributes to efforts to identify, cultivate, and solicit donations and gifts from individuals, foundations, community agencies and corporations.

Marketing and Public Relations

In partnership with the Marketing Manager and with support of the Board:

- Oversees creation of written marketing plans that assess current and target markets and identify strategies for donor and sponsorship revenue streams.
- Supervises creation and implementation of strategies to educate the public about the Folly Theater and its mission and programming.
- Represents the Folly Theater to the public, policymakers, philanthropists, community leaders, local and national grant making entities.
- Directs and supervises public presentations, media relations, advertising, and community service initiatives.

Facilities Management

- Manages the general maintenance and upkeep of the Folly Theater in partnership with the Chair, Board Infrastructure Committee.
- Oversees the maintenance of business systems, equipment, physical repairs, and renovation plans.

The Executive Director performs other duties as assigned by the Board of Directors.

Qualifications

The following are preferred competencies and experience:

Competencies

1. **Building Strategic Alliances:** Demonstrated ability with internal and external stakeholder analysis to negotiate agreements and alliances based on a full understanding of power and politics.
2. **Vision and Goal Setting:** Established official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.
3. **Creating and Managing Change:** Experienced in managing an organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.
4. **Solving Problems Creatively:** Able to foster creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.
5. **Promoting Empowerment:** Utilized processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.
6. **Executive Presence:** Influenced others with an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.

Experience

1. Five or more years senior management experience (preferably nonprofit management) including hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
2. Three or more years leading successful fundraising initiatives
3. Experience booking talent and managing talent performance contracts
4. Ability to interface and engage diverse volunteer and donor groups

HOW TO APPLY

Interested candidates should submit a resume and cover letter to Careers@FollyTheater.org. Applications for this position via social media, in person, telephone, or any method other than the above will not be considered.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give a general sense of the responsibilities and expectations of this position. This description is not meant to be an exhaustive list of job duties. The essential functions of this position may change as necessary.