



Managing Director Job Description

ROLE HIGHLIGHTS

Reports to: Artistic Director	Works with: Board of Directors	Direct reports: 5 to 6 [FTEs & PTEs]	Status: Full-time Exempt	Compensation: \$65,000 - \$75,000 (annual)
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ORGANIZATION OVERVIEW

Using theater to disrupt injustice, model equity, and create community, Mixed Blood Theatre has invited the global village into its audience and onto its stage for its unique brand of challenging, inclusive, and predictably unpredictable theatre since 1976. Winner of numerous awards for its human rights and artistic accomplishments, Mixed Blood pays positive attention to differences and champions' access. Located in the Cedar Riverside neighborhood of Minneapolis since its inception, Mixed Blood aspires to be a point of assembly for residents and organizations of the most diverse zip code between Chicago and the West Coast.

The organization has recently arrived at a momentous time in its history, as it announced that Mark Valdez will assume executive and creative leadership as the Artistic Director in June 2022. He will follow Jack Reuler, who is the Founder & Artistic Director and will hand-off the leadership reigns after 46 seasons of service.

ORGANIZATION MISSION

Using theatre to disrupt injustices, advance equity, and build community, Mixed Blood inspires the global village to create ripple effects of social change.

POSITION SUMMARY

The Managing Director (MD) is accountable to ensure the overall operational structures, procedures, and policies to help the organization advance its mission. This is achieved most directly by managing the majority of the year-round staff members who support the various functional needs of the organization including financial management, development, marketing, facilities oversight, and personnel coordination that support annual programmatic and partnership objectives.

The MD is a thought partner to the Artistic Director in developing strategies at all levels of the organization. The MD requires strong planning, analysis, fundraising, management, and finance skills. The MD oversees strategic planning in partnership with the AD and the Board of Directors, supports the Board through reporting and communications, and serves on Board committees as appropriate. The ideal candidate can represent and speak clearly about the mission, vision, and values of Mixed Blood and its programming and aspirations to effect cultural change.

CORE ACCOUNTABILITIES

Finance

- Lead staff efforts to create, monitor, and manage the organization's annual budget and reforecast
- Maintain current financial reports and provide as needed to staff, board, and outside entities
- Adhere to sound financial management policies and strategies, and establish new as necessary
- Partner across staff to make decisions that support positive cash flow and balanced budgets
- Lead staff portion of annual audit in collaboration with the organization's accounting firm
- Supervise Accounts Payable, Accounts Receivable, Payroll and collections as appropriate

Fundraising & Sales

- Create development strategy, in partnership with Artistic Director to achieve annual and strategic goals
- Develop sales approach, inclusive of goals, which align with the annual budget goals for programs and services
- Cultivate and oversee that all major gifts and institutional funding relationships remain healthy
- Devise, monitor, and manage a donor relations plan that is shared and reviewed with staff
- Oversee event planning for donors, members, and other stakeholders



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Marketing & Communications

- Frame and direct how Mixed Blood's brand is reflected to stakeholders in support of the mission
- Maintain organization brand guidelines and ensure staff and contractors leverage as appropriate
- Design and direct implementation of a communications strategy that supports operational goals
- Maximize attendance and audience composition in connection to all Mixed Blood programming
- Fuse Mixed Blood's notion of Radical Hospitality within all key operations

Personnel Oversight

- Contribute to organization success by modeling leadership that influences direct reports to do their best
- Establish and review core work plans and assignments and help direct staff priorities on an ongoing basis
- Support direct report's attainment of goals by providing internal and or external resources
- Ensure a supportive work environment by fostering culture that values diversity, inclusion, and equity
- Oversee recruitment and hiring, and performance management processes including documentation

General Management

- Execute contracts: facilities, union, personnel, vehicle leasing, lodging leases, storage, materials, etc.
- Manage all insurance(s), licenses, and regulatory compliance
- Maintain service organization memberships

DESIRED SKILLS & EXPERIENCE

- A core belief in and practice of the principles of equity, diversity, and inclusion
- Min. of 4 years shown ability to manage time, tasks, money, quality, and staff of at least 3 persons
- Ability to set strategic direction and execute such strategy effectively in partnership with others
- Excellent written and verbal communication skills
- Fundraising experience and acumen with proven results
- Proficient understanding and use of finance and financial reports
- Self-motivated, collaborative, organized, able to manage multiple priorities
- Working knowledge of database management, including QuickBooks, Salesforce, and Microsoft Office

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Mixed Blood Theatre is committed to advancing equity and diversity in all that we do. MBT does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.

HOW TO APPLY

Please introduce yourself and share your resume with us at jobs@mixedblood.com.

This posting will be open until filled.