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**JOB TITLE**

Executive Director

*This is a unique and exciting opportunity for the right candidate to take a small, but established, organization and grow the job with it, making the position truly their own.*

Acts Of Kindness Cabaret (AOKC) is a Chicago-area performing arts 501(c)(3) non-profit fueled by exceptional talent. Believing in the inspiring power of simple kindness and the artistic value of cabaret, it is our mission to help other Chicago-area non-profits raise funds and cultivate donors by providing professional, entertaining cabaret events almost entirely free of charge. We are seeking a part-time Executive Director to bring our organization to the next level with their passion for our mission, inspiring leadership, and drive to build community.

The Executive Director will serve on the leadership team, working closely with the Board of Directors, the Founder/Artistic Director and Development Director. The Executive Director will work closely with Founder and Artistic Director Hilary Feldman to grow current operations and relationships. Ideally, the job would begin 7/1/24.

This is a work-from-home position, commuting to meet with the Artistic Director, Development Director Board, potential donors, and potential beneficiaries, as necessary. ~20 hours per week.

Candidates should submit a resume and introductory letter to Acts Of Kindness Cabaret at

info@aokcabaret.org. Please put “Executive Director” in the subject line.

**DUTIES**

**Communications & Marketing (40%)**

1. Cultivate relationships with non-profit organizations in the Chicagoland area, so they will begin using Acts Of Kindness Cabaret as a tool in their fundraising toolkit.
2. Coordinate program schedule with Artistic Director.
3. Partner with beneficiary non-profits to ensure program success.

**Development (20%)**

1. Collaborate with Development Director to spearhead fundraising efforts and cultivate relationships with larger donors.
2. Research and pursue expanded revenue streams.

**Executive and Leadership Operations (20%)**

1. In conjunction with the Artistic Director, expand professional and non-professional volunteer bases.
2. As the primary contact to the Board of Directors:
* Participate in quarterly Board meetings.
* Present an Executive Director’s Report at each quarterly meeting.
* With the Board and the Artistic Director, ensure AOKC meets its annual service and fundraising goals, as well as our long-term goals.
* Develop the annual budget with the Board Treasurer.

**Program Development (20%)**

1. Cultivate relationships with schools that meet the requirements for the Educational Outreach Program.
2. With the Artistic Director, develop and refine programs as necessary.

**SKILLS & COMPETENCIES**

A candidate should:

* Possess strong leadership qualities and a drive to grow the organization;
* Be a self-starter, able to organize and maintain an independent work schedule and workflow on a daily basis;
* Exhibit strong verbal and written communication skills and be able to champion this organization in an enthusiastic and appealing manner;
* Be highly organized, able to keep track of people, organizations, and tasks with ease;
* Possess fundraising expertise and know how to cultivate donors, large and small;
* Enjoy making connections and building relationships;
* Capable of leading and executing strategic planning; and
* Be a creative and resourceful problem solver.

An ideal candidate would also:

* Understand the non-profit world, how it works, and how to build the capacity of a smaller organization;
* Be skilled in marketing, both traditional and social media;
* Already have knowledge of the performing arts world, preferably a knowledge of cabaret;
* Have a working knowledge of QuickBooks and a basic understanding of database software.

**SALARY & HOURS**

This position begins as part-time, growing into full-time as the organization grows. Occasional weekend and evening event attendance required, in person. Salary commensurate with skills and experience.

AOKC is an Equal Opportunity Employer