



## Job Description – Executive Director

**Title:** Executive Director

**Org-Chart Level:** Director

**Reports to:** Board of Directors

**Direct Reports:** Events Director, Programming Director, Development Director, Senior Marketing Manager (*subject to change*)

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### The Organization

The Englert Theatre is a performing arts organization based in Iowa City, Iowa. The organization presents a variety of events, including live music, comedy, dance, plays, lectures, and more. The Englert produces events both at its historic theatre building as well as at other sites and together with various community partners. Additionally, The Englert rents its 725-seat venue to a variety of performers and groups. Housed in Iowa City's last historic theatre building (est. 1912) in the heart of downtown, The Englert serves as a key community activator. Using the transformative power of the arts, The Englert helps our community understand the past, deeply live the present, and create a vibrant and inclusive future. We believe the arts can change the world - by connecting with individuals at their core, by connecting people with each other, and by providing opportunities for people to experience and be challenged by new ideas and perspectives. These connections help our community collaborate and innovate to build a future that is inclusive and vibrant creatively, culturally, and economically.

**Our Mission:** To inspire and activate positive community growth through the arts.

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### Role Summary

The Executive Director serves as the chief steward of The Englert, providing organizational, financial, and strategic leadership in a dynamic and complex environment. Reporting to and working in partnership with the Board of Directors, the Executive Director guides the organization toward long-term sustainability while remaining responsive, adaptable, and grounded in The Englert's mission, vision, and values.

This role balances clarity of vision with experimentation and learning. The Executive Director creates the conditions for artistic excellence, financial responsibility, strong relationships, and a healthy culture for the organization to flourish. Success in this role requires navigating uncertainty with care, communicating frequently with all stakeholders, and exercising sound judgment; fostering trust across staff and board; and stewarding a respected community institution with humility and intention.

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### **Desired Experience**

- A passion for and experience working in the performing arts as an administrator.
- Experience working for a company and/or non-profit organization that handles live entertainment and ticketed or seated events.
- Not-for-profit work environment.
- Developing and managing budgets.
- 3+ years of supervisory experience; leading teams and decision-making.
- Strategic planning and implementation.
- Thoughtful communication skills, both written and oral.

### **Supervisory Responsibilities**

Directly supervises Events Director, Programming Director, Development Director, and Senior Marketing Manager and counsels senior leadership with indirect supervision over all employees of The Englert. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and creating clear pathways for career progression.

### **Hours & Wages**

This is a full-time, exempt position at a base salary range of \$95,000 to \$120,000. The position requires non-standard hours and attendance at performances. The Englert offers a competitive benefits package, including medical and dental plans and retirement contribution matches.

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## Goals

This section of the job description is intended to clarify and document the key goals and performance expectations associated with this position. While the responsibilities and expectations remain as outlined in the Core Responsibilities, the goals below provide additional guidance on priorities, outcomes, and measures of success. These goals are designed to align the role with organizational objectives, support professional development, and establish a clear framework for evaluating performance.

### Short-Term (months 1-3)

#### Organizational Culture

- Continue to integrate The Englert's contracted culture advisory and executive coaching sessions and teachings into the operations and norms of the organization attain a developed future state of workplace culture.
- Together with the leadership team and Board, measure and assess the specific needs of long-term culture advisory and executive coaching and formulate a long-term plan (as needed).

#### Organizational Structure

- Understand current financial position and procedures and improve processes as appropriate.
- Assess current organizational structure (org chart) and its effectiveness for the organization's intermediate and long-term success, together with outside counsel. Collaborate with senior staff to make suggestions for changes to Board of Directors.
- Take inventory of in-place policies, including but not limited to the handbook, and begin making necessary changes to align policies and procedures with preferred future state workplace culture and expectations.

#### Board & Governance

- Maintain and develop consistent communication channels between Executive Director, Board of Directors, and staff.
- Together with the President, assess current Board policies, governance documents, and committee charters and makeup and work with Board to implement appropriate changes.

## Intermediate (months 3-9)

### Organizational Culture

- Develop and integrate consistent communication mechanisms among staff members to enhance and continually encourage cross-team collaboration and transparency.

### Organizational Structure

- Review existing job descriptions, job bands, and promotion plans and, in partnership with senior staff, outside counsel, and Board, implement appropriate changes.

### Board & Governance

- Together with the Board, develop a recruitment strategy and Board member application form.
- Begin the process for a strategic planning exercise (with the goal of having a strategic plan in place by Q1 2027).

## Long-Term (months 9-12)

### Organizational Culture

- Maintain and continue to improve the preferred future state of organizational culture through continued team building and transparent and timely communication.

### Organizational Structure

- Perform succession planning exercises and develop career and leadership development plans with senior staff (and other staff members as appropriate).

### Board & Governance

- Develop a long-term plan for Board member succession and begin forming relationships with potential future Board members.
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## Core Responsibilities

### Organizational Stewardship & Leadership

- Provide steady, values-driven leadership in an environment that is financially complex, evolving, and at times shaped by local, regional, national and industry trends.
  - Create clarity and alignment around purpose, priorities, and decision-making while remaining nimble and open to learning and adaptation.
  - Delegate authority appropriately and encourage communication and collaboration across departments.
  - Build and emphasize trust, shared responsibility, empathy, and emotional intelligence. Manage conflict with care and grace.
  - Foster a sustainable pace of work that supports staff well-being and prioritizes thoughtful action while setting and holding staff accountable to measurable goals.
  - Build on institutional knowledge and momentum while continuously improving systems, workflows, and practices informed by reflection and data.
  - Responsibly steward resources to facilitate the improvement, maintenance, and long-term sustainability of the historic building.
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### Financial Leadership & Risk Management

- Provide direct financial oversight, working closely with the Events Director, leadership team, and Board to ensure transparency, accuracy, and shared understanding of the organization's financial condition.
  - Clearly communicate financial realities, strategies, tradeoffs, and risks to the Board in a proactive and timely manner.
  - Guide the development, monitoring, and adjustment of annual budgets in a financially dynamic environment.
  - Minimize exposure to significant financial risk while supporting mission-driven investment and experimentation.
  - Use financial data as one of several key metrics of success, including the effective utilization of resources and long-term viability of the organization.
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### Fundraising & Development

- Partner with and support the Development Director in creating a strategic, sustainable contributed revenue strategy aligned with organizational values and capacity.
- Actively participate in fundraising, donor cultivation, and grant seeking, recognizing fundraising as a key part of the Executive Director's portfolio and influence.

- In conjunction with the leadership team, develop and cultivate staff buy-in for development work across the organization.
  - Build and maintain long-term relationships with donors, foundations, corporations, government agencies, and community partners.
  - Ensure analysis and insights from donor data, results and trends are communicated to leadership and the Board.
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### **Artistic & Programmatic Stewardship**

- Provide formal and data-driven partnership to the Programming Director to ensure all programming aligns with and advances The Englert's mission, values, and role as a respected cultural anchor in the community.
  - Together with the leadership team, set and accomplish patron goals, including but not limited to increased and repeat attendance.
  - Encourage and insist on innovation in programming while honoring the organization's history and audience relationships.
  - Approve administrative and contractual aspects of programming, including artist negotiations, compliance, and reporting.
  - Leverage feedback from artists, partners, patrons, and staff as essential inputs into decision-making.
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### **Strategy, Planning & Performance Management**

- Collaborate with the Board and senior staff and possible outside partners to articulate a clear long-term vision paired with achievable, flexible strategies.
  - Translate vision into practical, comprehensive and actionable plans that move from small, concrete steps toward larger organizational goals.
  - Establish shared priorities and measurable objectives while recognizing that success is multi-dimensional (and not solely financial).
  - Use a combination of financial data, audience experience, staff insight, and community impact to evaluate progress and guide decisions.
  - Maintain momentum while remaining willing to adjust course as conditions change and lessons emerge.
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### **Communication & Community Relationships**

- Serve as the key visible, authentic representative of The Englert, strengthening its reputation as a trusted and welcoming community institution.
- Communicate openly, frequently, and transparently with the Board, staff, artists, donors, partners, and the broader community.

- In conjunction with the Senior Marketing Manager, create and share positive, values-based narratives that reflect The Englert's role in connecting past, present, and future. Tell the story of The Englert to create and improve community partnerships and to broaden the organization's reach as a result of increased attendance.
  - Maintain existing and build new long-term relationships rooted in trust, accessibility, and mutual respect.
  - Demonstrate cultural competency and the ability to work effectively across diverse backgrounds and perspectives.
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### **Board Partnership & Governance**

- Cultivate a strong, collaborative partnership with an engaged Board of Directors grounded in trust, clarity, and shared accountability.
- Support effective governance by ensuring Board members have the information, context, and insight needed to make sound decisions.
- Share both successes and failures openly with the Board, framing each as opportunities for learning and growth.
- Serve as a conduit for open communication channels between staff members and the Board of Directors and ensure the leadership team actively participates in Board meetings.
- Partner with the Board on long-term visioning, policy development, facility and programming needs, and organizational sustainability.
- Together with the President, support Board development, recruitment, and succession planning in alignment with organizational values.