



Hancock Center for Creative Arts Therapies is the exciting evolution of Hancock Center for Dance/Movement Therapy which was founded in 1983. Hancock Center is expanding its focus in providing creative arts psychotherapy services to people of all ages and abilities in the greater Madison, Wisconsin, area. We work closely with local organizations and professionals, receiving referrals from public and private social service agencies, hospitals, community programs, educational facilities, and mental health providers. The non-profit organization seeks experienced leadership to help realize the strategic vision created by the Board and staff to transform society toward greater health and resiliency.

## OPPORTUNITY: Managing Director

### Position Summary

Hancock Center's **Managing Director** is responsible for oversight of the organization. Duties include assuring solid fiscal management, supervising all non-clinical staff, and working collaboratively with the Clinical Program Director to ensure the organization's integrity and accountability. This position upholds the Hancock Center reputation and has primary responsibility for ensuring organizational goals are developed and assessed annually. The Managing Director works in partnership with the Clinical Program Director and the Board of Directors to provide the vision and leadership necessary for fulfilling the mission of the organization and advancing operations in an open, facilitative, and empowering manner.

### Summary of Qualifications

- Management Degree or equivalent work experience
- Demonstrated ability to collaborate with individuals of diverse interests and backgrounds
- Record of organizational leadership and follow-through
- Prefer five years management experience in a nonprofit organization
- Experience with nonprofit budgeting, governance, and fundraising
- Able to work in the U.S. without requiring sponsorship

### Additional Details

This position is expected to work on-site from Hancock Center's building in downtown Madison, with the potential to work remotely some days based upon a mutually determined schedule. The salary range is \$65,000-\$75,000 based upon experience and compensation includes a generous benefits package. Full-time is preferred. Hancock Center requires employees to be fully vaccinated for COVID-19, recognizing exceptions for religious or medical reasons.

A full job description may be reviewed online through [https://bit.ly/HC\\_careers](https://bit.ly/HC_careers).

### TO APPLY

Submit the following application materials to [recruiting@timpanogroup.com](mailto:recruiting@timpanogroup.com):

- Letter of qualifications addressed to Hancock Center Recruitment Team
- Resume or CV

**For assured consideration, submit materials by September 23, 2022.** Applications will be accepted until the position is filled.

*Applications submitted without both a letter and resume/CV will not be considered. PDF and Word documents accepted.*

Direct questions to [recruiting@timpanogroup.com](mailto:recruiting@timpanogroup.com).

*Hancock Center is an equal opportunity employer. Qualified applicants who are of color or from systematically oppressed populations are encouraged to apply. For more information, visit our website: <http://www.hancockcenter.net>.*

# Hancock Center for Creative Arts Therapies

## Managing Director

### Position Summary

Responsible for management oversight of the organization including assurance of solid fiscal management, supervising all non-clinical staff, and working collaboratively with the Clinical Program Director to ensure the financial integrity and accountability of the organization. This position upholds the reputation of the organization and has primary responsibility for ensuring organizational goals are developed and assessed annually. The Managing Director works in partnership with the Clinical Program Director and the Board of Directors to provide the vision and leadership necessary for fulfilling the mission of the organization and advancing operations in the spirit of the founder.

### Primary Responsibilities

#### MANAGEMENT

- Maintain clear and open communication with Clinical Program Director
- Makes policy, administrative, and management decisions concerning the daily operations of Hancock Center in consultation with the Clinical Program Director
- Monitors, surveys, and inspects various aspects of Hancock Center's operations on a frequent and continuing basis to ensure high quality conditions and appearances, including resolution of issues and recognition of results
- Advances, develops, implements and monitors the strategic planning process, including short- and long-term goals and objectives, working collaboratively with the Clinical Program Director, the Board of Directors, and the staff
- Provides on-going decision- and problem- solving expertise and assistance to ensure a productive working environment that operates consistently with our values.

#### FINANCE AND ADMINISTRATION

- Oversees the development of budgets, forecasts, and financial reports in partnership with the Clinical Program Director and working closely with the Operations Manager
- Serves as signatory and ensures accuracy of financial transactions, including payroll
- Monitors and upholds HC's compliance with federal, state, and local law and regulations pertaining to the organization, including audit standards and insurance requirements
- Maintains and ensure adherence to an Employee Handbook
- Manages employee performance reviews and professional development
- Sets and negotiates employee salaries and benefits in collaboration with the Clinical Program Director and consultation with the Board of Directors, as appropriate

#### FACILITIES

- Oversees the maintenance and renovations of the facility
- Manages vendors as it pertains to the upkeep of properties
- Manages the contracts of custodial service providers
- Ensure that all local and state licenses are current
- Facilitates real estate acquisition and rehab of facilities
- Identifies and pursues other development opportunities to expand HC

# Hancock Center for Creative Arts Therapies

## Managing Director

### Primary Responsibilities (continued)

#### FUNDRAISING AND OUTREACH

- Create and implement fundraising plan, engaging staff and Board
- Develop and deploy strategies and materials for soliciting and stewarding financial gifts, grants, and sponsorships, engaging Board and staff in a coordinated yet collective effort
- Represents the organization and reflects its values at events and with stakeholders
- Acts as a spokesperson for the Hancock Center

#### BOARD OF DIRECTORS (BOD)

- Report directly to and acts as co-executive staff liaison to Board of Directors
- Serve on board committees as appropriate
- Lead Board meetings in conjunction with the Board President
- Attend and provide reports at meetings of the Board Committees; and attend meetings of the full board, providing comprehensive reporting as appropriate
- In collaboration with the BOD, meets with prospective board members
- Develop meeting agendas in collaboration with Clinical Program Director and Board leadership
- Review goals and objectives with the BOD and periodically report on the status of such
- Perform other related duties as assigned by the BOD

#### GENERAL DUTIES

- Manage weekly Hancock Center staff meetings
- Meet regularly with Clinical Program Director to ensure program coordination
- Review and consult with Clinical Program Director on potential new hires for the center

*These duties are not meant to be all-inclusive. As a small non-profit organization, all staff members are required to take on duties that are not apparent in their individual job description. It is expected that each employee will always strive to complete tasks necessary to keep the organization operating successfully; even if that includes working in areas to which they are not accustomed.*

### Critical Characteristics

#### QUALIFICATIONS

- Management Degree or equivalent work experience
- Demonstrated ability to collaborate with individuals of diverse interests and backgrounds
- Record of organizational leadership and follow-through
- Prefer five years management experience in a nonprofit organization
- Proficiency in major office software applications
- Experience planning and executing complex projects
- Experience with nonprofit budgeting, governance, and fundraising
- Able to work in the U.S. without requiring sponsorship
- Pass a background check

# Hancock Center for Creative Arts Therapies

## Managing Director

### Critical Characteristics (continued)

#### COMPETENCIES AND ABILITIES

- Commitment to mission and vision as well as diversity, equity, and inclusion principles
- Ability to navigate complex interpersonal dynamics and cultural differences productively and with a growth mindset
- Ability to delegate duties and responsibilities in a professional and respectful manner
- Ability to articulate and communicate clearly and precisely when giving direction or interacting with staff, volunteers, students, interns, vendors, supporters, and the public
- Ability to manage stress, multiple tasks, deadlines, interruptions and multiple priorities; and to work cooperatively while maintaining a professional demeanor
- Ability to nurture productive working environments, managing divergent social styles and cultural contexts
- Physically able to conduct work requirements in the physical space
- Strong cognitive skills including but not limited to:
  - Ability to concentrate on complex and fine details with frequent interruption
  - Ability to understand and relate to ideas, generally several at a time, and interpret a variety of needs observed or furnished in written or oral form
  - Clear understanding of the clinical goals of the Hancock Center's programs
  - Memory sufficient to recall significant details over long periods of time to coordinate multiple projects in accordance with defined objectives

### Additional Details

Reports to: Board of Directors

Position: salaried, exempt, full-time preferred (minimum negotiable: 32 hours/week)

Location: On-site, hybrid negotiable

Salary: \$65,000-\$75,000 annualized 1.0 FTE + benefits