

Misty Copeland Foundation

www.mistycopelandfoundation.org

Deputy Director

Background:

The mission of the Misty Copeland Foundation (MCF) is to provide community-based opportunities to explore dance, advance the art form of ballet through greater diversity, equity, and inclusion, and pursue social justice through arts activism.

Through its three programs—BE BOLD, BE BOLDER, and BE BOLD*Next Steps*—the MCF works to ensure that ballet is affordable, accessible, and fun for children and older adults in under-resourced communities.

For more information, please visit www.mistycopelandfoundation.org.

The Opportunity:

The MCF seeks a mission-driven professional to serve in the newly created role of deputy director. The primary focus of this position is to ensure high-quality organizational performance while helping to guide the MCF through its next phase of growth.

This is a unique opportunity for an accomplished organizational leader who possesses the passion along with the skills and abilities to help grow and sustain an emerging arts and social justice organization.

Reporting directly to executive director Caryn Campbell, the MCF deputy director will work closely with founder Misty Copeland. The position is primarily an in-office role based in the MCF's New York City office in Morningside Heights.

Position Summary

The deputy director serves as a trusted advisor to the executive director, providing operational leadership and helping to translate the organization's vision into actionable strategy. Working within a small and highly collaborative team, the deputy director will bring strong organizational, analytical, and problem-solving skills to advance the MCF's mission and long-term goals.

The role encompasses both internal and external responsibilities, including strategic planning, financial management, program oversight, evaluation, fundraising support, human resources management, and operational leadership. The deputy director will partner closely with the executive director to strengthen organizational systems, support sustainable growth, and ensure the highest standards of performance across all areas of the organization.

Role & Responsibilities:

Organizational Leadership and Strategy

- Ensure the effective and efficient use of the MCF's financial, human, and technological resources.
- Develop plans and processes to determine MCF organizational/program goals and measure progress toward those goals.
- Guide the development of multi-year plans for the acquisition and recognition of both earned and contributed resources, and the vehicles for monitoring real-time status and progress.
- Serve as an operational bridge for the executive director, programs team, administrative team, and consultants.

Financial Management

- Develop and monitor annual budgets, multi-year forecasts, and cash flow projections.
- Review and approve program and project expenditures to ensure fiscal responsibility and sustainability.

Program Oversight, Evaluation, and Growth

- Guide the use of external evaluators to provide evidence of program impact.
- Determine timely interventions to address program improvement.

Human Resources and Team Development

- Supervise, mentor, and evaluate staff members.
- Cultivate a collaborative, inclusive, and high-performing organizational culture.
- Support employee onboarding, professional development, and performance management.

Scaling

- Lead efforts to grow proven programs, primarily through in-person and virtual training.
- Design and implement scaling of MCF's community-based programs

Communications

- Translate quantitative and qualitative program outcomes for a variety of audiences, including board members, funders, partners, MCF staff members, and teaching artists.
- Communicate clearly and coherently in spoken and written form. Also, be a patient listener.

Qualifications

The ideal candidate will possess the following qualifications:

Experience

- A master's degree in business administration (M.B.A.), public administration (M.P.A.), nonprofit management, or a related academic or professional degree.
- Ten or more years of significant nonprofit leadership/management experience
- Demonstrated experience leading planning initiatives within a multiprogram organization with an annual operating budget of approximately \$2 million to \$5 million or more.
- Has proven competence with integrating planning with budgeting/finance and brings exceptional attention to detail.
- Experience overseeing human resources functions, organizational systems, and operational processes.

Personal Attributes

The successful candidate will:

- Is known to be a person of integrity, discretion, and professionalism.
- Possess a deep commitment to equity, diversity, inclusion, and social justice and has relevant knowledge of key institutions and issues.
- Is a trusted colleague and partner who can provide guidance and assistance to others with less experience and expertise
- Exhibits a strong service orientation and a willingness to support colleagues at all levels.
- Bring tech-savvy sensibility to the position's responsibilities.
- Be comfortable working in a dynamic, entrepreneurial environment.
- Can set priorities and handle multiple assignments under tight deadlines.

Why Join Us

Emphasize Misty Copeland's vision, the MCF's growth trajectory, and the opportunity to help shape the organization's future.

Compensation

The annual salary range for this position is \$120,000 to \$130,000, commensurate with experience and qualifications. The MCF offers a competitive benefits package, including paid time off, health benefits, and opportunities for professional development.

The Misty Copeland Foundation is an equal opportunity employer prohibiting discrimination of any kind. The MCF is committed to fostering a diverse, equitable, and inclusive workplace and encourages candidates from all backgrounds to apply.

Candidate Submissions

Interested candidates should submit the following materials:

- Resume
- Statement of interest
- Relevant work samples
- Three professional references, including contact information

Applications will be considered until the position is filled. Candidates will only be contacted if determined to be well-qualified for this position.

Please submit application materials to:

Caryn Campbell
ccampbell@mistycopelandfoundation.org
Misty Copeland Foundation
475 Riverside Drive, Ste #456
New York, N.Y. 10115