



Board Member Job Description

ABOUT SAN DIEGO CIVIC YOUTH BALLET:

Founded in 1945, San Diego Civic Youth Ballet (SDYCB) has been the resident classical ballet school in Balboa Park for more than 75 years. SDCYB offers affordable, year-round, high-quality classes to more than 400 dancers ages 4 to 18 in the beautiful Casa del Prado, provide offsite classes to an additional 400 elementary school students throughout the city, reach students with disabilities through our “Ballet for Me!” program, and offer a class for adults. Each year, SDCYB students grace the stage in three major productions that draw well over 20,000 patrons. Students also perform at special events throughout the community.

A nonprofit corporation with an annual budget of approximately \$750,000, the work of SDCYB is led by an active Board, a dedicated 14 member staff of full and part time professionals, and more than 200 committed volunteers.

San Diego Civic Youth Ballet believes everyone should have the opportunity to dance. We strive to cultivate a learning environment based on integrity and trust and one that values diversity amongst its students, faculty, staff and patrons. SDCYB promotes excellence in all endeavors and a spirit of service to the San Diego community that prioritizes a child’s desire to dance over their ability to pay.

You can learn more about us at <https://www.sdcyb.org/>

Board of Directors

Overview

SDCYB’s Board of Directors is the governing body, overseeing vision, mission, and internal operations of the organization including but not limited to: fundraising, strategic planning, governance and supporting the Executive Director in leading the organization.

Job Responsibilities for Board Member

Leadership

- Support and evaluate the organization’s Executive Director (ED). The Board ensures the ED has the professional support they need to further the organization’s goals.
- Protect assets and provide proper financial oversight. The board assists in developing and approving the annual budget and ensuring proper financial controls are in place.

- Assist ED and other board members in identifying and recruiting additional board members
- All board members serve on at least one committee. All Board Officers chair a committee as necessary. Regularly attend and prepare for monthly Board meetings, committee meetings, and other important related meetings, review and comment on issues of importance.
- Participate in the creation of a strategic plan and conduct an annual review of the strategic plan.
- Agree to a three-year board term with the option of renewal for two consecutive terms.
- Attend the annual board retreat.

Stewardship

- Play a key role in networking and partnership building for SDCYB. Primary responsibilities include fundraising, resource generation, and elevating the profile of our work.
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Utilize contacts to increase SDCYB's audience, including increasing access to major donors and high-profile personalities that could benefit SDCYB's visibility. Such as corporate/business partners, members of the media, academic communities, and/or other nonprofit and government leaders.
- Give: Contribute \$250 in direct contributions per year or Get: Work with prospects to secure a minimum of \$250 in fundraising support per year.

Qualifications for Service

- Minimum work experience of 5 years in one or more - nonprofits, for-profit, public service, higher education, government organizations, or as independent skilled professionals like lawyers, accountants, and management consultants.
- Broad understanding of work and experience including, but not limited to, topics related to personnel/human resources, finance/accounting, governance, fundraising, technology, marketing and communication.
- Board governance experience is a plus. High-value donor connections are a plus.
- A passion for the arts (theater, dance, etc.) and an interest in increasing the accessibility of ballet to students from underserved communities.
- Availability to participate in events, annual campaigns, and activities of the organization.
- Virtual presence at monthly Board meetings and committee meetings.
- Integrity, collaboration, sound decision-making ability, sensitivity and awareness, initiative, creativity, communication, and planning skills.
- Give: Contribute \$250 in direct contributions per year or Get: Work with prospects to secure a minimum of \$250 in fundraising support per year.