



Director of Business Management

Director of Business Management - POSITION AND RESPONSIBILITIES

BACKGROUND & HISTORY

Ballet Chelsea is a 501 (c) (3) nonprofit organization operating a school and a performance company in Chelsea, Michigan. We are currently looking for a Director of Business Management who shares the organization's commitment to using classical dance to develop young people not only as dancers but, more generally, as healthy, confident, well-rounded people. For additional information, please see <https://balletchelsea.org>.

DIRECTOR OF BUSINESS MANAGEMENT

Position Summary

The Director of Business Management reports to the Board of Directors and leads the implementation of the strategic direction established by the Board while supporting the artistic vision of the Artistic Director. The Director of Business Management oversees Ballet Chelsea's day-to-day business and administrative operations and plays a key role in the organization's financial sustainability, fundraising, community engagement, and growth.

Primary responsibilities include financial and operational management, staff supervision, fundraising and development, marketing and communications, facility oversight, and organizational compliance.

ESSENTIAL FUNCTIONS

Finance, Human Resources & Administration

Work with the Board and staff to develop and administer the annual budget (\$650K).



Director of Business Management

- Monitor financial performance, forecasts, and operational results and provide regular reports to the Board.
- Oversee accounting, banking, purchasing, payroll, contracts, and financial controls.
- Work with the Accountant and Board Treasurer to ensure accurate financial reporting and compliance with applicable nonprofit regulations.
- Support human resources administration, employee benefits, and compliance with employment policies and regulations.
- Supervise business and administrative staff and oversee student registration, billing, ticketing, and payment processes.
- Participate in financial aid administration and coordinate volunteer management with the Artistic Director.

Marketing & Communications

In collaboration with the Artistic Director:

- Oversee marketing, communications, public relations, and social media activities.
- Manage relationships with marketing consultants, contractors, and community partners.
- Oversee promotional materials, organizational calendars, website content, email communications, and merchandise.
- Ensure consistent and effective communication of Ballet Chelsea's programs, performances, and activities.

Fundraising, Development & Community Relations

- Lead fundraising and development activities, including individual giving, grants, sponsorships, and fundraising campaigns, in collaboration with the Artistic Director.
- Manage grant applications, reporting, and fundraising strategies.
- Maintain effective donor communications, acknowledgments, and relationships.
- Develop corporate and community sponsorship opportunities.
- Represent Ballet Chelsea at business, civic, and community events.



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- Oversee fundraising activities and front-of-house operations associated with performances and special events.

Building & General Operations

- Oversee building operations, contracts, insurance, maintenance, security, and vendor relationships.
- Manage business systems and administrative operations.
- Coordinate operational needs with the Artistic Director, production team, staff, contractors, and volunteers.
- Ensure effective administrative support for Ballet Chelsea programs, performances, and events.

Adaptive Dance Program

- Provide administrative and financial oversight of the Adaptive Dance Program.
- Work with program staff on budgeting, grants, scheduling, invoicing, and other operational needs.

General Responsibilities

- Foster a collaborative, professional, and mission-focused work environment.
- Maintain effective relationships with the Board, staff, families, volunteers, donors, community partners, and vendors.
- Perform other duties reasonably associated with the position and the operational needs of Ballet Chelsea.

Job Requirements

- Bachelor's degree, preferably in business



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- 5-10 years of experience in operations management, preferably in a non-profit setting
- Familiarity with laws and regulations applicable to non-profit organizations
- Familiarity with payroll and accounting processes
- Familiarity with small business marketing and communications, including social media systems
- Prior proven fundraising experience; familiarity with the Ann Arbor-Chelsea area cultural landscape is an asset
- Good communications and networking skills; ability to establish relationships quickly and effectively
- Ability to learn computer systems; experience with CRM software is an advantage

Contact Information:

- To apply for this position, please send a resume and cover letter to hiring@balletchelsea.org.
- Salary is \$60-66K annually with \$4K annual QSHERA budgeted and two weeks paid vacation.
- Application deadline: October 1, 2026.
- Proposed start date: November 1, 2026.
- IMPORTANT – PLEASE INCLUDE THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING IN THE SUBJECT LINE OF YOUR E-MAIL.
- No phone calls please.