



JOB ANNOUNCEMENT: DIRECTOR, ADMINISTRATION AND SPECIAL PROJECTS



PREFERRED START DATE: As soon as possible

SALARY RANGE: \$75,000-\$85,000

BENEFITS:

- Hybrid In-Person/Remote Work Schedule
- Vacation Leave: 15 Days
- Personal/Sick Leave: 5 Days
- 403 (b) Retirement Plan with Immediate Vesting
- Insurances
 - Medical (85% Covered by SA!),
 - Dental/Vision (100% Covered by SA!)
 - Life and Disability insurance (100% Covered by SA!)

STEP AFRIKA!'S MISSION

Step Afrika! is the world's first professional company dedicated to the tradition of stepping. The Company's mission is to preserve and promote stepping through professional performances and to inspire young people in and out of school through arts education programs emphasizing teamwork, commitment, and

discipline. Step Afrika! was founded in December 1994 by C. Brian Williams, an accomplished stepper who recognized the



connections between stepping and African percussive traditions. Williams explored this connection with the creation of Step Afrika! in partnership with South African and American artists. Today, Step Afrika! is one of the top ten U.S. African American dance companies, introducing tens of thousands annually to stepping by performing at colleges and theaters worldwide. Step Afrika! serves audiences of all ages and backgrounds, emphasizing African American families with school-aged children.

JOB OPPORTUNITY

Since its founding in 1994, Step Afrika! has made incredible strides. The Company started as a small D.C. dance company with a \$250,000 budget, one staffer, and no board. Today, Step Afrika! is a \$3 million-plus organization that serves thousands annually. Step Afrika! is experiencing unprecedented demand in its tour and performance schedule. Each year the company serves more and more people with its original productions, world-renowned performances, and arts education programs. In 2022, Step Afrika! sold over 20,000 tickets in Washington DC and performed on stages across the nation and around the world, collectively reaching over 60,000 people. In August 2023, Step Afrika! began celebrating 30 years as the world's leading authority in the tradition and artform of stepping. Step Afrika!'s unique contribution to the artistic and cultural fabric of Washington, DC, and the world speaks volumes. The company's original performances capture audiences worldwide and resonate deeply with audiences everywhere. To sustain Step Afrika!'s growth, investment in the Company's core administrative capacities is critical.

Step Afrika! seeks a meticulously organized Director of Administration and Special Projects to serve as "Deputy" to the Executive Director while leading and managing the day-to-day administrative operations of the organization. The professional entrusted with the responsibilities of this position will ensure that all programs, projects, and events are executed efficiently, effectively, and within the context of the overall mission and vision of the organization.

JOB OPPORTUNITY CONTINUED

RESPONSIBILITIES



- Develop, manage, and monitor annual budgets and financial reporting, working closely with other team members to ensure the organization adheres to all financial guidelines and policies
- Manage human resources operations, including hiring, onboarding, training, performance evaluation, and staff development, with a focus on creating a culture that promotes diversity, equity, and inclusion
- Oversee all administrative functions, including office management, IT, vendor and contract management, and internal communication and collaboration
- Lead the planning and execution of special projects and events, including special fundraising campaigns, community outreach initiatives, and strategic partnerships as needed
- Provide support to the Board of Directors and its committees, helping to ensure effective governance and oversight of the organization
- Collaborate closely with the Executive Director to develop and implement organizational strategies and goals
- Manage staff meetings and professional development opportunities

QUALIFICATIONS

- Bachelor's degree in business administration, arts administration, or related field, master's degree preferred
- At least seven years of experience in nonprofit administration, including demonstrated success in managing budgets, HR operations, and special projects
- Strong leadership and management skills, including the ability to motivate and empower teams and professionals from diverse backgrounds
- Excellent communication and interpersonal skills, with the ability to build relationships with stakeholders and partners at all levels
- Proven ability to manage competing priorities and deliver quality results under tight deadlines
- Passion for the art and culture of stepping, with a commitment to advancing the organization's mission and vision

HOW TO APPLY



To apply for this position, **candidates are invited to submit three professional references, a resume, and a cover letter detailing your interest in the position to our Executive Director, Lamar Lovelace, at llovelace@stepafrika.org** by Memorial Day 2024. Additionally, prospective applicants should provide brief but substantive responses to the following questions:

- Have the arts impacted or informed your life in any meaningful ways? If so, how?
- Do you have a connection to the tradition of stepping or dance? If so, share.
- How would you define success for a 30th Anniversary Season for Step Afrika!?

Note: Please limit responses to 300 words or less per question.

To learn more about Step Afrika!, please visit www.stepafrika.org. Our most recent annual report can be found [here](#).

NOTE: The responsibilities and qualifications outlined above are intended to provide a general overview of the role of a Director of Administration and Special Projects for Step Afrika!. The specific duties and requirements may vary based on the organization's needs and priorities. This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.