

Job Title: Executive Director

Organization: Cazateatro Bilingual Theatre Group

Location: Memphis, TN

Job Type: Full-Time

Salary Range: \$50,000-\$60,000 Commensurate with experience

Benefits: two-weeks vacation (after one year on the position), yearly professional development stipend

About Cazateatro Bilingual Theatre Group: Cazateatro Bilingual Theatre Group is a nonprofit organization dedicated to promoting and celebrating Latino culture and the Spanish language through bilingual theatrical productions, educational programs, and community engagement. Cazateatro creates an inclusive space where diverse audiences can experience the richness of Latin American heritage and bilingual artistic expression.

Mission: To celebrate and share Latin American culture through the scenic arts, stressing the importance of intercultural learning and bilingual education.

Position Summary: The Executive Director (ED) is the chief executive officer of Cazateatro Bilingual Theatre Group, responsible for providing strategic leadership, operational management, and artistic vision in partnership with the Artistic Director, and the Board of Directors. The ED ensures the organization's financial health and fundraising success. They foster meaningful connections with the community to make an impact through vibrant and inclusive theatrical experiences.

Key Responsibilities:

Leadership & Strategic Planning:

- Provide mission-aligned leadership to advance the vision and values of the organization.
- Co develop and execute the organization's strategic goals in partnership with the Artistic Director and the Board of Directors.
- Serve as the public face of Cazateatro, alongside the Artistic Director, advocating for its mission and vision within the community and beyond.

- Foster a collaborative and inclusive environment that promotes artistic excellence and cultural representation, building local, regional, national and international partnerships..

Fundraising & Financial Management:

- Develop the annual budget in collaboration with the Artistic Director and the Board.
- Develop and implement fundraising strategies, including grant application and reporting, sponsorships, donor cultivation, and special events.
- Manage the organization's budget, financial planning, and reporting to ensure fiscal responsibility and sustainability.
- Identify and pursue new revenue opportunities to support organizational growth.

Program Development

- Support the development and execution of high-quality bilingual theatrical productions and educational programs. Including, but not limited to, production, technical and casting support.

Community Engagement:

- Build and maintain strong relationships with community partners, local supporters, schools, state and national arts and government organizations.
- Support the Artistic Director with marketing and communication strategies, including social media, press releases, and promotional campaigns.

Operational & Administrative Management:

- Oversee Human Resources, legal compliance, insurance, facilities and day to day operations.
- Jointly supervise staff, contractors, and volunteers, ensuring role clarity, operational efficiency, effective program execution, and support for professional development
- Ensure Adherence to nonprofit guidelines and operational best practices

Qualifications:

- Passion for bilingual arts, cultural connections, and community engagement.
- Leadership experience in nonprofit management, arts administration, fundraising, financial management, or a related field.

- Experience with platforms used in fundraising, donor tracking, and marketing communications required.
- Excellent communication skills. Bilingual fluency is a plus.
- Experience in community networking, and partnership development.
- Ability to lead and inspire a diverse team of artists, staff, and volunteers in a dynamic, fast-paced environment
- Knowledge of marketing, and audience development is a plus.