



## BUSINESS & OPERATIONS MANAGER

### JOB DESCRIPTION

**December 2025**

### MOVE|NYC| OVERVIEW

Founded in 2015, MOVE|NYC| is a civic arts and social justice organization committed to cultivating a more diverse and inclusive society through transforming the field of professional dance. In just ten years, the organization has become an industry leader in providing mentorship, professional development, and artistic training to young dancers, primarily those who identify as BIPOC and/or lack financial resources to acquire the tools necessary for a dance career. Through unparalleled and primarily tuition-free training, mentorship, and career support, we empower the next generation of artists to break boundaries, honor their unique stories, and move the field forward. By preparing young artists to succeed not only as dance professionals but as engaged, global citizens, we are priming a new generation for leadership in a rapidly changing world. MOVE|NYC| is creating a world where exceptional talent thrives—no matter where it begins.

**Please learn more about our mission, program offerings, and other activities by visiting this link:**

<https://www.movenyc.nyc/>

### POSITION SUMMARY

The Business & Operations Manager will primarily be responsible for stewarding the administration and operations of MOVE|NYC|’s mission and activities. Key qualifications include a proactive and detail-oriented approach, strong organizational and communication skills, and at least 1-2 years of prior experience in a similar role. This is a full-time, exempt position directly supervised by the Executive Director. Standard workweek is 40 hours per week, with occasional nights and weekends required. The role is hybrid, candidates should note that annual activities require in-person support.

### KEY RESPONSIBILITIES

#### ADMINISTRATION (75% of time)

- ☐ Oversee and optimize day-to-day administrative operations and workflows, ensuring efficiency and clarity in all correspondence
- ☐ Manage scheduling and coordination of executive leadership, board, and committee meetings, including agenda development and material preparation
- ☐ Prepare letters of agreements and manage payment fulfillment
- ☐ Manage all banking and mail operations, including overseeing financial deposits
- ☐ Enforce protocols for comprehensive record management, ensuring accuracy and compliance
- ☐ Maintain the CRM database and generate comprehensive reports to inform decision-making
- ☐ Monitor organizational policies and procedures, guaranteeing compliance with organizational standards and relevant state and federal laws and regulations
- ☐ Oversee special projects and research initiatives, presenting findings and recommendations
- ☐ Participate in Weekly Team Meetings, setting agendas and ensuring action items are tracked and completed

#### OPERATIONS & EVENTS (25% of time)

- ☐ Coordinate organizational events and campaigns
- ☐ Manage all Box Office operations, including ticketing systems, revenue tracking, and customer service protocols
- ☐ Oversee comprehensive inventory management and storage logistics, implementing systems for tracking, valuation, and optimization of all organizational assets

***MOVE|NYC| is a growing non-profit and employees are often called upon to perform other duties that are necessary to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.***

*MOVE|NYC| is a civic arts and social justice organization committed to cultivating a more diverse and inclusive society through transforming the field of professional dance.*



## SCHEDULE

The Business & Operations Manager is a position exempt from overtime, generally scheduled to work 40 hours per week though occasional evenings & weekends are required for annual activities and events. Office hours are Monday to Friday between 10:00 AM and 6:00 PM.

## COMPENSATION & BENEFITS

The Business & Operations Manager is a full-time, exempt position and the salary is \$66,300 annually. As a full-time employee you are eligible for health, vision, and dental insurance, vacation leave, 12 paid holidays, paid sick leave, and further benefits. MOVE|NYC| offers the highest available salary our budget can meet.

## QUALIFICATIONS

- ❑ **Experience:** Minimum of 1-2 years of direct experience in administrative and operations roles, demonstrating a solid foundation in managing core business functions
- ❑ **Key Competencies:** Eager to learn, possess exemplary communication and organizational skills, adept at both independent work and collaborative team settings, a strategic problem-solver, and possess strong attention to detail
- ❑ **Work Ethic:** Thrives in a fast-paced and vision-forward environment, demonstrating proactive initiative to achieve ambitious organizational goals
- ❑ **Project Management & Efficiency:** Capable of managing multiple concurrent projects with exceptional attention to detail and outstanding time management skills
- ❑ **Sector Specificity (not required):** Previous experience within a performing arts nonprofit setting

## APPLICATION INSTRUCTIONS

**Application Launch Date:** Thursday, December 10, 2025

**Application Desired Due Date:** Sunday, January 4, 2026 (*position will remain open until filled*)

**Position Desired Start Date:** Tuesday, January 20, 2026 (*position will remain open until filled*)

Interested candidates should apply by submitting an application online by visiting this link: [www.movenyc.nyc/job-opportunities](http://www.movenyc.nyc/job-opportunities). Please submit a resume that reflects position experience. Please include a cover letter that features your personal statement and details your interest in the position, career goals, and supporting experience. Successful applicants will be contacted for a maximum of two rounds of interviews.

*MOVE|NYC| Foundation Inc. is an equal opportunity employer. NYS Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity or prior conviction records, or prior arrests, youthful offender adjudications, or sealed records unless based upon a bona fide occupational qualification or other exception.*