

“One of America’s Cultural Treasures”

-The Ford Foundation

Organization

Founded in 1970 by the visionary dancer and choreographer Tina Ramírez, Ballet Hispánico has grown from a small performance group into a world class institution and a nationally recognized leader in dance and arts education. As the largest Latinx cultural organization in the United States, its mission is to bring communities together to celebrate and explore Latinx cultures through innovative dance productions, transformative dance training, and community engagement.

Headquartered on Manhattan’s Upper West Side, Ballet Hispánico’s building was originally constructed as horse stables in the 19th century. Over the years, it housed the Claremont Riding Academy and later the Gaynor School. In 1989, Ballet Hispánico acquired the building and transformed it into a 24,000-square-foot state-of-the-art facility, home to a dance school, dance studios, administrative offices, and a vibrant community hub.

In 2009, Eduardo Vilaro was appointed Artistic Director. A former member of the company and the founder of Chicago’s Luna Negra Dance Theater, Vilaro has led Ballet Hispánico into an artistically vibrant future, infusing the company with a bold brand of contemporary dance that reflects America’s changing cultural landscape. Under his leadership, the company has produced groundbreaking works that reflect the contemporary Latinx experience while preserving and celebrating its traditional roots. In 2015, Vilaro was also named Chief Executive Officer.

Ballet Hispánico consists of three main programs: the Company, the School of Dance, and the Community Arts Partnerships (CAP). The professional company is the cornerstone of the organization, with a repertoire that embraces the rich diversity of Latinx heritage, exploring its traditions and challenges and fostering connection through the universal language of dance. Featuring works by renowned and emerging choreographers, the company performs each year with an annual New York season at New York’s City Center and cumulative national and international touring, which has included performances at The Kennedy Center, The White House, and many international venues. For the 2025 Spring Season, Ballet Hispánico is performing CARMEN.maquia, a contemporary look at Bizet’s beloved masterpiece, choreographed by Gustavo Ramirez Sansano.

Ballet Hispánico’s School of Dance is one of the nation’s leading programs for dance training and offers extensive educational programs that serve over 1,200 New York City school children each year. It provides training for dancers of all ages and skill levels, from young children to adults, with an emphasis on ballet, contemporary, and Spanish dance as its core curriculum. The school also runs programs that introduce dance and Latinx culture to underserved communities and offers scholarships and financial aid programs to ensure students from all backgrounds can access training.

The organization’s impact extends beyond the stage. Its CAP brings the mission of Ballet Hispánico and the transformative power of dance to schools and community centers, celebrating and highlighting the culture of Latin America and its diaspora. The company works closely with local organizations and neighborhood groups to provide access to the arts and encourage intercultural dialogue while empowering participants to express their personal experiences through improvisation, movement creation, and the practice of Latinx dance forms.

Ballet Hispánico is governed by a 24-member board of trustees, led by Chair Kate Lear. Patrick Muhlen was appointed Chief Managing Director (CMD) in 2023. The staff includes 15 dancers, 30 full-time staff members, and 30 Teaching Artists and other part-time employees. For the fiscal year ending June 2024, annual revenues were \$9.4 million, with approximately \$5 million from contributions and grants. For the fiscal year ending June 2025, annual revenues are projected to be approximately \$9.4 million, with \$5.3 million from contributions and grants, and the remainder from ticket sales, investments, and other revenues. Ballet Hispánico’s permanently restricted endowment stands at \$7 million.

Position Summary

The Director of Finance and Administration (DFA) will lead all financial operations at Ballet Hispánico, establishing strong fiscal procedures and systems, and ensuring compliance with laws and regulations. Reporting directly to the CMD, the DFA will play a critical role in strategic decision-making and operational management, supporting Ballet Hispánico's growth and capacity-building efforts. Overseeing a small yet dedicated team in the Finance and Operations departments, they will help to advance the organization's mission by implementing financial strategies that maximize revenue potential across all programs, in close partnership with the CMD, the Artistic Director/Chief Executive Officer (AD/CEO), and the Board. The DFA will foster Ballet Hispánico's commitment to diversity, equity, and inclusion in all areas of operations.

Role and Responsibilities

Financial Management and Reporting

- Lead all financial operations, including budgeting, forecasting, reporting, general ledger, and cash flow management, while analyzing financial statements and monitoring progress and changes.
- Develop financial policies, procedures, and internal controls to ensure compliance with regulatory standards.
- Administer the annual budgeting and planning process, in collaboration with the CMD and AD/CEO.
- Coordinate and lead the annual audit process, partnering with external auditors, and ensuring timely submissions.
- Create and present clear and accurate financial statements to the CMD, AD/CEO, and the Board, while keeping the senior leadership team informed of the organization's financial status.
- Prepare and maintain budgets for applications and reports for institutional grants and awards.
- Monitor endowment investment portfolio performance in collaboration with the Investment Committee.
- Embrace other financial management and reporting responsibilities, as needed.

Building and Technology Oversight

- Oversee building operations to ensure efficient and consistent functioning, ensuring an environment that complies with health, safety, and insurance requirements.
- Supervise the Director of Operations, Finance Manager, and Assistant Finance Manager.
- Collaborate with the CMD and Director of Operations, and manage the organization's physical infrastructure, plant, and systems maintenance.
- Implement and update the organization's IT plan to meet evolving technology needs, in collaboration with external IT consultants.
- Partner with the leadership team to develop policies, procedures, practices, and budgets for Ballet Hispánico's operational growth.
- Manage vendor relationships and negotiate contracts for building and technology services.
- Assess and recommend upgrades to facilities, ensuring accessibility, sustainability, and efficiency.
- Embrace other building and technology oversight responsibilities, as needed.

Organizational Leadership and Collaboration

- Strategize with the CMD and AD/CEO to align financial and administrative goals and collaborate on strategic planning and organizational initiatives.
- Provide financial and operational insights to support decision-making and long-term sustainability and growth.
- Offer mentorship and support to the finance, operations, and Human Resources teams, fostering a culture of professionalism, high standards, and accountability.
- Act as a liaison to the Finance, Investment, and Audit Committees, ensuring effective communication and decision-making, and preparing materials and reports for monthly committee and quarterly board meetings.
- Partner with the AD/CEO and CMD to align financial strategy with organizational goals and artistic vision.
- Collaborate with the fundraising department to create financial strategies for grant proposals and donor stewardship.
- Stay informed on financial best practices, accounting standards, and regulatory compliance.
- Support a positive, joyful, and inclusive workplace culture.

- Embrace other organizational leadership and collaboration responsibilities, as needed.

Traits and Characteristics

The DFA will be a highly organized, proactive, and adaptable leader who effectively balances short-term financial priorities while ensuring long-term organizational sustainability. A strategic thinker with strong analytical abilities, they will be capable of managing complex financial systems and implementing procedures to achieve efficient results. With excellent communication skills, they will be able to present financial information clearly and transparently to staff and board members, while fostering collaborative working relationships. As a pragmatic and resourceful leader, they will excel at setting clear goals, managing multiple priorities, and staying informed on financial, non-profit, and industry best practices and regulations.

Other key competencies include:

- **Planning, Organizing, and Project Management** – The ability to establish courses of action to ensure work is completed effectively while identifying and overseeing all resources, tasks, systems, and people to obtain results.
- **Personal Accountability and Goal Orientation** – The capacity to be answerable for personal actions while setting, pursuing, and attaining goals, regardless of obstacles or circumstances.
- **Time and Priority Management** – The dexterity to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.
- **Teamwork and Problem Solving** – The acumen to cooperate with others to meet objectives while defining, analyzing, and diagnosing key components of a problem to formulate a solution.

Qualifications

A bachelor's degree in finance, accounting, or a related field is required; a CPA or advanced degree is preferred. The ideal candidate will have a proven track record in managing complex financial systems, ideally in a nonprofit or cultural organization. A strong background in financial analysis, budgeting, and compliance is essential, along with proficiency in accounting software and systems. They will possess excellent communication skills, with the ability to engage with diverse stakeholders, and an understanding of nonprofit financial regulations and best practices is desirable. A passion for the mission of Ballet Hispánico is expected.

Compensation and Benefits

Ballet Hispánico offers a competitive and equitable compensation and benefits package, including an annual salary range of \$150,000 to \$170,000. Benefits include paid vacation, sick leave, personal days, and holidays; health, long-term disability, and life insurances; and a voluntary 403(b) retirement plan.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, please contact:

Geoff Chang, Vice President



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Ballet Hispánico is dedicated to promoting diversity, equity, and inclusion (DEI) through its mission to celebrate and explore Latino cultures via innovative dance productions, transformative training, and community engagement.