



Executive Director

Everystory (formerly Playback Memphis) is on the GROW to bring stories to life to unlock healing, transformation, and joy. Everystory is a Memphis-based nonprofit that builds community through the practice of Playback Theatre — a powerful blend of improvisation, deep listening, and community co-creation. We use storytelling and performance as tools to build empathy, unlock social-emotional growth, and transform the way people connect with themselves and one another. Are you ready to build a more peaceful and connected Memphis?

Learn more: www.everystory.org

JOB PURPOSE:

The Executive Director provides leadership in the activation of Everystory's mission and vision in collaboration with the board of directors, staff, ensemble, and volunteers. The Executive Director is a visionary and innovative leader who equips others to exhibit our core values (equity, vulnerability, trust, and joy), professional excellence, legal compliance, equitable policies and practices, and fiscal responsibility to achieve the organization's strategic growth and success.

ESSENTIAL JOB FUNCTIONS:

- Governance & Strategy
 - Lead in concert with the Everystory vision and mission
 - With the board, develop, maintain, and fully implement Everystory's annual and strategic plans
 - Equip and engage the Everystory Board in keeping with adopted bylaws
 - Stay attuned to broader culture, community concerns, and public health issues in order to maintain organization's relevance and impact
- Staff Development
 - Build a healthy culture of team engagement, individual accountability, and success in the achievement of annual goals and objectives
 - Lead a team of staff in alignment with the organizational mission in an environment that fosters effective teamwork as well as individual learning and development
 - Lead and support the staff of Everystory with clear job descriptions, individual annual goals, performance coaching system, accountability, resources, training, and leadership opportunities
 - Lead by example to drive accountability to achieving established annual goals and objectives on time, on budget, and in alignment with Everystory core values
 - Work closely with Program Director to recruit, retain, and train ensemble members
 - Connect ensemble to professional development opportunities through Centre for Playback Theatre and Playback North America

- Financial Resources
 - Establish and implement annual fundraising strategy with a balance of revenue sources in collaboration with board of directors
 - Raise necessary revenue to support the full annual budget in collaboration with the board
 - Establish and monitor progress on fundraising goals
 - Strengthen stewardship, acknowledgement, and recognition of all contributors/investors
 - Communicate impact in compelling narrative to inspire investment from donors, community partners, government, philanthropic grantors, etc.
 - Actively steward relationships with current and new donors
 - Seek out and cultivate new donors and strategic partners by attending and networking at community events where there is alignment with Everystory
 - Craft and submit grant requests in collaboration with Director of Programs and Director of Finance
- Nonprofit Compliance and Best Practices
 - Establish and maintain policies and procedures for key organization systems (Performance Management, Hiring, Job Descriptions, Salary Bands, Finance, Resource Management, etc.)
 - Work with Director of Finance to fulfill all requirements to maintain 501(c)3 status
 - complete annual report for State of TN
 - Track and renew eligibility for charitable solicitation in TN
 - Track and renew TN sales tax exemption
 - Maintain relevant insurance coverage for organization and board of directors
 - Maintain quality benefits package for full-time employees
- Financial Management
 - In collaboration with the Treasurer and Director of Finance, monitor financial health of the organization, and keep the board of directors knowledgeable and involved in financial matters of Everystory Including annual budget, monthly financials, annual audit, investment portfolio.
 - Set and monitor financial management policies and procedures
 - Secure financial management counsel for organizational assets
 - In collaboration with the Finance Committee Chair, present to the Board at its April meeting a draft of a balanced/surplus budget for the coming year with a final draft presented for vote at the Board's June meeting
 - Make budget adjustments if revenue lags expectations
- Professional Development
 - Coach and support staff leadership to achieve their annual and organizational goals
 - Ensure leaders engage in professional development experiences
 - Hold annual board orientation for new members and ongoing training for current board members
- Human Resources
 - Direct the personnel policies and procedures for the organization, including hiring/termination
 - Keep employee handbook up to date and ensure staff are knowledgeable and following policy/procedures
 - Secure and renew employment benefits for staff

- o Implement the Everystory performance management system fully including accountability of direct reports through ongoing effective supervision, coaching, reviews, goal setting, and training
- o Propose salary adjustments and advancements
- o Hold staff accountable to the Everystory mission, vision, policies & procedures, and annual goals & objectives
- o Document and hold staff accountable to behavior/actions misaligned and/or harmful to Everystory including disciplinary actions up to terminations as needed
- o Structure the organization for maximum efficiency and effectiveness
- o Provide quality supervision of direct reports
- Communications
 - o Communicate to the Board and staff in a timely manner regarding success and failure of all key initiatives
 - o Responsible for directing all external communications
 - o Ensure effective communication internal and external to mobilize Everystory goals and objectives
- Other
 - o Build equity and belonging by creating hospitable spaces that celebrate diversity
 - o Activate vulnerability through open heart-centered communication we are inviting in others
 - o Build trust through compassionate listening and deep dialogue
 - o Exhibit joy and meaning in our work through laughter and reflection

QUALIFICATIONS:

- Bachelor's Degree, in a related field desired (leadership, fine arts; education; etc.)
- Experience with non-profit organizations
- Active appreciation and engagement with the arts
- Knowledge and engagement with foundational approaches including but not limited to: social emotional learning, mindfulness, equity and inclusion, youth development, improvisational theater and music
- Demonstrated leadership skills with the ability to guide and support a diverse group towards a common goal, fostering collaboration and effective communication
- Exceptional communication skills, both written and verbal
- Strong strategic planning, project, and budget management skills
- Proven track record of fundraising and donor stewardship for sustained giving
- Self-starter with strong project and time management skills; ability to effectively backwards plan, juggle multiple priorities with great attention to detail, and deliver consistent and timely results
- Ability to proactively solve problems and make decisions quickly.
- Team player with strong interpersonal and stakeholder management and relationship building skills
- Ability to lead, influence, and hold others accountable to uphold high standards of excellence
- Proficient or familiar with Microsoft Office Suite (Word, Excel, PowerPoint) and Google suite (Docs, Spreadsheets, Forms, Meet, Slides, Gmail) and other cloud-based information sharing programs
- Demonstrated abilities in incorporating diversity of cultures, ethnicity, languages, abilities, and socioeconomic backgrounds with all stakeholders

VALUES ALIGNMENT:

- Integrity
- Sense of humility
- Commitment to equity
- A sense of humor

OTHER REQUIREMENTS:

- Ability to bend, lift, and move up to 20 pounds
- Current valid driver's license and insurance
- Ability to work onsite at office and meeting locations throughout the community including ability to work nights and weekends as scheduled

SALARY:

- \$90,000 - \$95,000 plus benefits

TO APPLY:

Email resume and letter of interest to lisa@everystory.org by close of business April 10, 2026.

EVERYSTORY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER