

## Executive Director Job Description

The Executive Director is responsible for managing the human and financial resources and the day to day business of the Symphony to achieve the organization's mission providing quality symphonic and classical music to the surrounding community, to act as an educational resource to the local schools and provide a venue for community musicians to grow. In addition, the Executive Director is responsible for implementing policies set by the board of directors. To that end, the Executive Director is responsible and accountable for all aspects of the organization and implementing the policies set by the Board of Directors. Key responsibilities include representing and building the Symphony's brand in the community; developing audiences; increasing earned and contributed revenues; expanding the donor base; working with the Music Director to ensure a high-quality artistic product; and engaging and developing key stakeholders to be advocates of the Symphony in the community.

### **Key Responsibilities:**

- Represent and promote the Symphony at community organizations such as Rotary and the Chamber of Commerce in the absence of available board members.
- Serve as primary fundraiser of the organization and establish a patron development plan in collaboration with the Board of Directors, prepare and execute, a 3-year strategic plan to advance the Symphony's mission
- Provide direction and oversight for all aspects of Symphony business including:
  - Planning: Develops and implements short and long range plans that support the artistic, financial, and public relations objectives of the organization. Identifies new and appropriate lines of business, and executes implementation plans.
  - Artistic Administration: Works closely with the Music Director, Orchestra Manager and the Programming Team to create, implement, and monitor the Orchestra's artistic objectives and programs, and evaluates their success.
  - Musician Management: Assists the Orchestra Manager in the musician hiring process. Serves as principal staff spokesperson/liaison to the Orchestra for policy issues and non-artistic matters. Participates in the salary determination process and oversees proper implementation of such agreements.
  - Concert Production: Oversees human and financial resources related to staffing and equipment needs for the Orchestra and for the venue.
  - Fundraising and Development: Implements fund-raising strategies designed by the Resources Committee, including annual fund drives, corporate sponsorships, special events, and endowment campaigns. Identifies and cultivates donor, foundation and public agency relationships.
  - Marketing and Promotion: Implements the strategic plans developed by the Marketing Committee to maximize ticket sales and promote opportunities for the Orchestra, using appropriate advertising, social and broadcast media. Serves as spokesperson for the Orchestra.
  - Education: Works closely with the Music Director and the Education & Community Outreach Director to support education initiatives.
  - Governance: Apprises the Board of Directors on operations matters; serves as *ex officio* member of all Board committees, and recommends policies and procedures. Advises the Board of trends in the industry and on any matters that may be helpful to promote the Orchestra's objectives.

- Volunteers: Utilizes the skills and talents of direct-service volunteers in a manner that provides meaningful volunteer experiences.
- Finance: Ensures that accurate books of accounts are maintained and that generally accepted accounting practices are followed utilizing Quickbooks. Prepares the annual budget for operations in concert with the Budget Team and Treasurer; monitors revenues and expenses. Assures that the restrictions of endowed resources are faithfully adhered to and makes certain that grant allocations are properly reported and spent.
- Administration: Ensures compliance with operating policies, procedures and legal requirements. Oversees the maintenance and retention of corporate records. Assures that the provisions of the musicians' contracts are observed.
- Facilities Management: Oversees the general building maintenance and upkeep working with the board and the Resources Committee.
- Other duties as assigned by the Board of Directors

#### **Qualifications:**

- A Bachelor's degree in arts administration is preferred.
- Possession of a valid driver's license
- 5 years or more of leadership and management experience. Nonprofit experience is a plus
- Superior interpersonal skills and the ability to motivate the stakeholders to achieve the Symphony's mission as well as nurture and maintain key relationships with other community members, donors, and patrons
- Proven experience in business development
- Working knowledge of orchestral music, production, and operations.
- Has and demonstrates integrity, positive energy, strong interpersonal skills, and a strong work ethic
- A love of classical music and an ability to communicate why it is important to a broad range of audiences

#### **Abilities and Attributes:**

- Collaborative management style;
- Ability to lead the organization through a changing and dynamic arts environment;
- Acute attention to detail;
- Exceptional verbal and writing communication skills;
- Ability to adapt quickly to change;
- Ability to foster organizational "can-do" attitude among staff and volunteers;
- Accomplished problem-solver;
- Willingness to work evenings and weekends in addition to a standard work week;
- Present a professional appearance when working with the public.