

Fairfield County Children's Choir **Job Description: Executive Director**

The Fairfield County Children's Choir (FCCC) is seeking an exceptional Executive Director with strong management and leadership skills. The FCCC is a community-based choral program made up of over three hundred children in grades four through twelve from communities in Connecticut's Fairfield County and beyond. The FCCC was founded in 1995 to provide instruction in vocal technique, choral technique, music literacy and the appreciation of music through the practice and performance of great choral repertoire.

Basic Function

The Executive Director (ED) is the administrative leader of the FCCC, providing leadership, vision and management of the organization's business operations in support of the artistic and educational mission. The ED is responsible for the administration, development and marketing of the choir. The ED reports to the Board of Directors and the Music Director.

Job Description

This is a part-time position (25 hours weekly, for 50 weeks annually). Due to the nature of the job, some weeks will require fewer than 25 hours; others will require more. The Executive Director will attend all major concert events.

Salary: \$35,000 - \$40,000; commensurate with experience.

Representative Duties

Administration

- With the Board and Music Director, develop and present the annual budget.
- Supervise office staff; select and evaluate part-time office support staff; arrange and prepare agendas for regular meetings of the staff to ensure proper integration of artistic, administrative, marketing and fundraising efforts.
- Organize and direct the day-to-day activities of the business staff; coordinate office administrative support with artistic, development and other activities.
- Maintain records and monitor accounts, including contracts, agreements, financial and tax records.
- Supervise the staff payroll; administer insurance contracts.
- Authorize purchases in accordance with Board policy and budget considerations.
- With the Music Director, negotiate and arrange contracts with soloists, singers, instrumentalists, etc., as necessary; establish fees and contracts for all contractual agreements with orchestras and other contracting organizations.
- Assure timely and accurate implementation of Board directives, coordinating activities with other staff.
- Oversee production of newsletter for donors and subscribers.
- Oversee production of season concert book.
- Oversee production of three major concert program inserts.
- Build and oversee management of the master database.
- Oversee the website.
- Ensure compliance with federal, state and local laws and regulations.
- Nurture a positive working environment.

Development

- Plan, coordinate and implement development efforts; identify and cultivate potential sources of revenue from individuals, corporations, grants, benefits and others.
- Develop and implement a comprehensive solicitation program for individual donors and sponsorship from board members, referrals, subscribers, performers and others; report periodically to the development committee of the Board regarding plans, programs and results.
- Develop and implement a comprehensive program to identify funding sources; prepare applications for funds from agencies such as foundations, state, federal government and other governmental and non-profit organizations. Identify and utilize resources to assure responsive and successful applications; provide reports on applications made and results achieved.
- Maintain contact with donors; develop and implement methods to recognize donors and to encourage ongoing financial support.
- Help to identify areas of possible expansion of programs and ventures consistent with potential new funding sources.
- Solicit and maintain season sponsors.
- Increase percentage of donations vs. tuition-based income.

Marketing

- Plan, organize and implement an overall marketing program, including promotional advertising and public relations; maintain positive relationships with the media; prepare and submit articles and news releases regarding the activities of the chorus.
- Coordinate the ticket sales campaigns; coordinate available resources; develop innovative sales methods; prepare and place advertising in accordance with marketing plans and budgets.
- Coordinate the development of sales and promotional brochures, participate in the design concept and coordinate the timely input of text and ticket pricing; schedule activities to assure timely release of season, audition and other brochures.
- Represent the chorus to local committees; meet occasionally with community leaders to publicize activities, seek opportunities for grants, and arrange special ventures, programs, and services.
- Represent the chorus to local and regional arts councils, government and non-profit alliances and encourage recognition of the chorus in national and international choral music associations.
- Research, analyze, and prepare information on a variety of topics for dissemination to the public through the media, presentations, community meetings, and chorus literature; coordinate efforts with the staff and outside agencies as appropriate.

Board support

- Conduct a comprehensive program to ensure proper Board relations, communications and encouragement.
- Update and distribute the Board orientation manual.
- Coordinate the preparation of Board meeting agendas; prepare and present Executive Director's report at Board meetings.
- Provide staff support to assigned Board committees including development, auction, nomination and marketing; participate in Board meetings as requested.
- Assist Board nomination committee in its search and recruitment for new Board members; provide periodic training to the Board in development methods and principles.

Knowledge and Abilities

- Knowledge of:
- Board functions, governance and policy development
 - Chorus organization, operations, policies, and objectives
 - Generally accepted accounting principles and procedures
 - Office management techniques; purchasing and accounting practices and procedures
 - Grant, revenue and funding agencies and resources available to the chorus
 - Public speaking techniques
 - Negotiation techniques related to contract agreements
 - Research methods and report-writing techniques
 - Choral music terminology, organization, operations, policies and objectives
 - Budget preparation and control
 - Record-keeping techniques
 - Marketing and development campaign resources and techniques
 - Ticket pricing structures
 - Local sources of donors
 - Current social media and information technology
- Ability to:
- Communicate through outstanding verbal and writing skills
 - Plan, coordinate and implement overall development efforts of an arts organization
 - Identify potential sources of revenue
 - Develop and implement various comprehensive solicitation programs
 - Plan, organize and implement an overall marketing program
 - Prepare and recommend an operating budget
 - Authorize and purchase goods and services
 - Prepare and maintain accounts payable and receivable, budget, records and reports
 - Communicate effectively, both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others
 - Select, supervise and evaluate assigned staff
 - Plan and organize work
 - Prepare comprehensive reports and maintain related records
 - Effectively influence and encourage people on a consistent basis
 - Use social media to market and promote the choir

Education and Experience

Any combination equivalent to bachelor's degree in arts administration, public relations, marketing or a related field and fundraising experience for an arts organization, preferably in choral music.