

## **Executive Director**

### **Function/Role**

The Executive Director (ED) works under the direction of the Board of Directors through the President and partners with the Music Director to achieve the Symphony's mission. The ED sets the tone for organizational operations, formulating and carrying out policies and programs related to fundraising, budgetary, administrative, staffing, and advocacy activities. The ED's primary focus is the development of donors and sponsors to provide funding for the organization. The ED is the public ambassador for the Symphony within the community. This position is full-time and salaried.

### **Primary Duties & Responsibilities**

#### **A. FUNDRAISING, DEVELOPMENT, AND COMMUNITY RELATIONS**

1. Secure major donors and sponsorships and propose, develop, and implement fundraising efforts in conjunction with the Development Committee.
2. Cultivate and maintain positive relationships in the community with businesses, non-profit organizations, arts organizations, public and governmental agencies, and the general public.
3. Represent the Symphony in meetings and events in the Skagit Valley area; actively promote the Symphony at local Chambers of Commerce and other community organizations.
4. Direct a variety of fundraising efforts, including grants, events, online campaigns, endowment programs, service club presentations, and planned giving programs.
5. Oversee community outreach events in collaboration with orchestra musicians, staff, volunteers, and managers of community organizations.

#### **B. ORGANIZATIONAL MANAGEMENT**

1. Under the direction of the Board, the ED is responsible for all operations except those specifically delegated to the Music Director (MD).
2. Supervise and support the administrative staff and contractors, ensuring effective and efficient business operations and administrative functions, including payroll, budgeting, website administration, and marketing.
3. Oversee the development and implementation of marketing plans for all Symphony concerts and events using appropriate advertising and publicity to achieve maximum ticket sales and brand awareness.
4. Oversee development and allocation of volunteer resources.
5. Ensure that all Skagit Symphony events are properly staffed.
6. Foster a collaborative culture and maintain positive relationships with Board members, orchestra musicians, staff, and volunteers.
7. Conduct annual performance reviews of the administrative direct reporting staff including regular check-ins. Ensure other performance reviews are conducted on a timely basis. Provide opportunities for staff training and professional development.

#### **C. FINANCE**

1. Implement the annual budget adopted by the Board.
2. Provide input to the Board in the development of each year's annual operating budget. Review monthly financial reports with the Treasurer before distribution to the Board.

3. Implement the procedures and policies adopted by the Board to ensure that accurate books of accounts as well as financial and physical assets of the organization are maintained. Ensure that all financial accounts are so maintained and completed at least monthly.
4. Sign contracts and checks, and make necessary payments as provided for in the annual budget.
5. Coordinate as appropriate with the Board Treasurer, Finance Committee, and the audit committee.

#### D. PLANNING

1. Work closely with the Board of Directors in the development and implementation of annual goals in keeping with long-range strategic plans for Skagit Symphony that support the artistic and financial objectives of the organization.
2. Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and competently staffed.

#### E. BOARD OF DIRECTORS

1. Advise the Board to promote the effective fulfillment of the organization's mission.
2. Serve as an ex officio member of Board committees, as requested by the Board President.
3. Attend all meetings of the Board and Executive Committee and other committee meetings, as required; prepare and present reports for each Board and Executive Committee meeting.
4. Support the Board President in preparing Board meeting agendas.
5. Ensure that the Board and its committees have staff support as needed.
6. Help to identify and recruit qualified candidates for Board membership; assist with new Board member orientation.

#### F. PROGRAM SUPPORT AND IMPLEMENTATION

1. Collaborate with the Music Director in the financial and operational aspects of Skagit Symphony's artistic programs.
2. Ensure that rehearsals and concerts are properly staffed and attend all Skagit Symphony concerts and events.
3. Work with the Music Director, Assistant Conductor, and Music Education Committee to ensure a robust education program.
4. Support the artistic staff, as needed, in the coordination of arrangements for guest artists. Assist in planning Board receptions with the Music Director, as requested.

#### **Qualifications & Skills**

1. Bachelor's degree (or equivalent experience) in non-profit or arts management.
2. Minimum of 3-5 years of management experience, preferably in a non-profit, performance arts-related organization.
3. Established leadership skills: excellent communicator, effective partner, efficient time manager, ability to motivate staff.
4. Prior fundraising experience.
5. Effective working knowledge of accounting and financial reporting.
6. Proficiency with standard computer programs (Microsoft Office Suite, QuickBooks, CRM database) and the ability to learn new ones.
7. Experience in human resource management.