

## EXECUTIVE DIRECTOR JOB DESCRIPTION

**JOB TITLE:** Executive Director **DATE:** January 2022

**REPORTS TO:** Board President

**SUPERVISES:** Operations & Office Manager, Marketing & Patron Services Manager, Librarian, Personnel Manager, volunteer affiliates

**COLLABORATES WITH:** Music Director

### **JOB SUMMARY:**

Punta Gorda Symphony is the only fully professional performing arts nonprofit in Charlotte County, FL. The Symphony performs an annual mainstage season of six concert programs to an audience of 800. After the success of modified outdoor concerts during the recent pandemic, the Symphony has now added an Outdoor Chamber Series of three concerts during the winter for an audience of 500. Also, responding to the community's appetite for year-round programming, the Symphony recently added a Summer Series of three ensemble concerts to an audience of 200.

Punta Gorda Symphony offers Youth Education programs that include summer camp and an interactive concert for 3<sup>rd</sup>-graders in partnership with Carnegie Hall. The Symphony provides Adult Enrichments activities that include pre-concert talks and the Maestro's classroom lecture series. A volunteer affiliate group organizes volunteer and social activities that benefit Punta Gorda Symphony while offering friendship through a common interest.

The Executive Director is responsible for managing the human and financial resources of Punta Gorda Symphony in order to implement all these activities and to achieve the orchestra's mission. 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. The Executive Director will serve as the chief operating officer of Punta Gorda Symphony and reports to the Board of Directors through the Board President.

## **JOB DUTIES AND RESPONSIBILITIES:**

### **Planning**

- Assist and participate in the development of a master Strategic Plan for the orchestra that supports the artistic, financial, and public relations objectives of the organization.
- Effectively manage the Symphony toward the implementation and fulfillment of the Plan.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

### **Board of Directors**

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and the delivery to the public of the services the Symphony was chartered to provide.
- Manage Board activity and progress to ensure timely outcomes of priority projects.
- Staff the Board and its committees; ensure that meeting minutes are recorded and filed.
- Serve as ex officio member of all Board committees.
- Attend all meetings of the Board and Executive Committee; prepare and present reports for each Board and Executive Committee meeting and for other committee meetings as required.
- Working with the Nominating Committee, help to identify and recruit qualified candidates for Board membership; assist with new member orientation.

### **Fund Raising and Development/External Relations**

- Ensure effective communication with the Symphony's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the Symphony.
- Lead the Board and the team in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of donors. Develop comprehensive plans for all activities.
- Identify, prospect, cultivate, and solicit major gift donors.
- Identify, prepare, and submit grant applications and reports to foundations, corporations, and government agencies.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Direct advocacy activities at local, state, and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board of Directors.

### **Artistic Administration**

- Collaborate with the Music Director on the development, implementation, and monitoring of orchestra's artistic objectives.

- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board. Arrange for their transportation, lodging, and entertainment.

### **Concert Production**

- With the Music Director, develop an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, and audience development. Direct implementation of the master plan.
- In consultation with the Music Director, seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Negotiate and execute concert hall leases and rent other concert space as required.
- Secure required equipment, instruments, licenses, and permits.
- Arrange for transportation and accommodations for musicians and equipment for local and run-out performances and broadcasts.
- Ensure that rehearsals and concerts are properly staffed.
- Attend certain rehearsals when required and all concerts.

### **Marketing and Promotion**

- Develop and implement a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; oversee ticket sales operations.
- Maintain relationship with media contacts; generate feature stories in print and broadcast media about the orchestra.
- Oversee and approve design and production of all marketing and promotional materials, including season brochures and concert program Tempo magazine.
- Develop and distribute all press releases.

### **Finance**

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Prepare monthly financial statements, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are implemented in accordance with grant guidelines and that all reporting requirements are met.

### **Administrative**

- Maintain the business office of the organization.

- Manage all administrative staff. Collaborate with Music Director to manage artistic support staff. Manage volunteers when their projects represent the business of the Symphony.
- Manage the activities of the volunteer affiliate group; enable the group in its mission to benefit the Symphony and to make the experience meaningful for the volunteers.
- Purchase equipment, supplies, etc., according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Maintain adequate insurance to protect the orchestra's assets/property.
- Recruit, select, and supervise administrative staff. Develop, promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed but at least annually in writing. Maintain personnel files.
- Develop, implement, and monitor compensation and benefits programs.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Prepare and revise job descriptions, employee handbook, and employment policies.
- Maintain all payroll records for administrative and artistic staff.

### **Musicians**

- Assist Music Director in hiring of all musicians; negotiate and execute individual contracts according to approved budget and policies set by the Board.
- Serve as principal staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters.
- Maintain accurate musician payroll records.

### **Education**

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.
- Serve as liaison to public schools in planning of in-school programs.

### **General**

- Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.

### **CORE COMPETENCIES:**

- Excellent writing and editing skills.
- Strong faculty for public speaking and public presentations to a variety of audiences.
- Competent collaborator, adept at building and nurturing partnerships.

**PROFICIENCIES:**

- Microsoft Office Suite, especially Word and Excel.
- Google-based email and online storage systems.
- Bloomerang online CRM system.
- DocuSign.

**QUALIFICATION REQUIREMENTS:**

- Bachelor's degree in a related field.
- Minimum of 5 years of executive leadership experience, upper-management experience, or equivalent relevant experience.
- Significant experience interacting with nonprofit Boards, volunteers, and funders.
- Experience in nonprofit development and building philanthropic support, including grant writing.

**PREFERENCE WILL BE GIVEN TO A CANDIDATE WITH:**

- Interest and experience in culture and the performing arts.

The salary range is 65 to 80K. Submit resume and cover letter to [Karen@mbigroup.com](mailto:Karen@mbigroup.com) by August 15, 2022. Go to <http://www.MBJGroup.com> for a complete job description.