

Great Lakes Chamber Orchestra

JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: Great Lakes Chamber Orchestra Board of Trustees

SUPERVISES: Office Staff; administrative aspects of Orchestra Manager, Equipment/Stage Manager, and Librarian positions

JOB SUMMARY: The Executive Director is responsible for managing the human and financial resources of the Great Lakes Chamber Orchestra (GLCO) in order to achieve the Orchestra's mission. The Executive Director is administratively responsible and accountable for all aspects of the organization, including implementation of policies set by the Board of Trustees. The Executive Director shall have the authority to sign contracts and other documents on behalf of the Orchestra as approved by the Board of Trustees. The Executive Director shall be a non-voting member of the Executive Committee and the Board.

JOB DUTIES AND RESPONSIBILITIES:

Planning:

- With the Board, develop, implement and monitor the progress of a strategic plan for the GLCO that supports the artistic, educational, marketing and promotional, financial, and public relations objectives of the organization.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

Board of Trustees:

- 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.
- Work with the Nominating Committee to help identify and recruit qualified candidates for Board membership; assist with new member orientation.
- Serve as ex-officio member of all Board committees.
- Ensure that meeting minutes are recorded and filed.

Fund Raising and Development/External Relations

- Work with the Development Committee in developing and implementing a robust fund development program and donor relations process including strategies to establish annual giving, major gifts, grant (immediate) and planned (future) giving programs.
- Ensure effective communication with the GLCO's constituencies: volunteers, other arts organizations, public and government agencies, and the general public to advance the mission of the GLCO.
- Initiate, cultivate and steward relationships with stakeholder groups including the Board,

community leaders, major donors, foundations, corporate leaders and others.

- Lead the Board and President in fund-raising activities, including annual membership drive, end-of-year appeal, corporate and individual sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of donors.
- Assist the Development Committee in engaging the Board in activities that support the committee's efforts.
- Prepare, submit and follow-up grant applications and reports to foundations, corporations, and government agencies.
- Ensure that all contributions and other support are timely acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.

Artistic Administration:

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

Concert Production:

- In collaboration with the Music Director, develop an annual plan for all GLCO operations, including concert and rehearsal schedules, program themes and ideas, special events, broadcasts, and audience development. Direct implementation of the plan.
- Determine dates and venues for concert series and negotiate and execute rental of concert space as required.
- Ensure that all required equipment, instruments, licenses and permits are obtained.
- Supervise the Orchestra Manager, overseeing contracts with musicians according to approved budget and policies set by the Board.
- Attend some rehearsals and all concerts.

Marketing and Promotion:

- With support of the Marketing Committee, develop and implement a marketing plan, using appropriate advertising and publicity to achieve maximum ticket sales; oversee ticket sales operations.
- Maintain relationship with media contacts; generate feature stories about the GLCO.
- Oversee the printing of programs and brochures related to performances and all other business of the Orchestra.

Finance:

- Work with staff, committees and Board treasurer to develop by May 15 of each year, for Board approval, an annual plan and budget for all orchestra operations; direct implementation of that plan and budget; control expenditures within the approved budget.
- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Supervise the preparation of annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Coordinate with Board Treasurer in the preparation of monthly financial statements, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

Administrative:

- Supervise and evaluate performance of staff annually. Delegate and work cooperatively with staff and volunteers.
- Direct administrative personnel planning to ensure the organization is effectively structured and staffed.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Ensure smooth administrative function through the development and implementation of procedures for handling correspondence, donations, and financial and administrative record keeping.
- Prepare and revise job descriptions, employment policies, and keep employee handbook current.
- Supervise the maintenance of all payroll records for administrative and artistic staff.
- Oversee the recruitment, training and supervision of direct-service volunteer resources to assist the GLCO in meeting its goals and to make the experience meaningful for the GLCO's volunteers.

Education and Outreach:

- Together with the Music Director, implement the appropriate education initiatives included in the strategic plan.
- Serve as liaison to the public schools in planning of in-school programs. Develop a strong working relationship with community music educators (grade school through university level).
- Coordinate the outreach activities of the GLCO created and organized by the Music Director.

- Represent the Orchestra at various civic functions and organizations.
- Develop the overall public image of the Orchestra in the community and beyond.

Program

- Determine the dates and venues of the concert series in collaboration with the Music Director.
- Oversee the printing of programs and brochures related to performances and all other business of the Orchestra.
- Develop a strong working relationship with community music educators through outreach programming and interaction (grade school through university level).

Evaluation:

The Executive Director will be given a performance evaluation in writing by June 1 of each year. The performance evaluation will be written by the President of the Board, will be presented to the Executive Director in the presence of the Officers of the Board, and a copy will be kept on file at the office of the GLCO

Knowledge, Skills, and Abilities Required:

- Experience in non-profit organizational development and management
- Knowledge of best practices in the management of personnel, volunteers, and professional musicians in an orchestral environment
- Knowledge of best practices in fund development programs, including Endowment, Planned Giving, Capital and Annual Campaigns
- Skills necessary to communicate effectively both in writing and public speaking
- Ability to manipulate the software systems of the GLCO
- Ability to represent the GLCO to the public and the media
- Ability to evaluate the performance of Orchestra personnel effectively
- Ability to work harmoniously with members of the Board, staff, and the volunteers

Minimum Qualifications:

BA Degree or higher

Three years or more experience in non-profit organizational management and development or the equivalent

Proven experience in fund development