

DC CONCERT ORCHESTRA SOCIETY
Executive Director Position Description
April, 2020

POSITION DESCRIPTION:

Reporting to the Board of Directors, the Executive Director (ED) partners with the Music Director (MD) to provide overall leadership for the DC Concert Orchestra Society and is responsible for providing direct oversight and management of all non-artistic areas. The ED executes operating strategies and plans, manages administrative staff, and works with the Board of Directors to develop and implement the Strategic Plan.

The scope of responsibility includes audience development, marketing / advertising management, fundraising planning and execution, external and community relations, volunteer management, and the overall operational, financial, and administrative management of the organization. The ED develops relationships and partnership agreements with musical, performing, educational, and community organizations to advance the organization's outreach activities and collaborative partnerships throughout the Washington, DC metro area.

DUTIES AND RESPONSIBILITIES:

Management and Operations

Direct and manage all aspects of the organization's operations, office and administration.

- Implement and monitor a strategic plan in coordination with the Board of Directors, Music Director and staff, and assume joint responsibility for its implementation and goals.
- Ensure that the organization is effectively structured and staffed with competent persons whether they be paid or volunteer. Interview, hire, train, and mentor staff and volunteers, assign work, and provide job performances on a regular basis as requested by the board.
- In partnership with the Music Director, plan and execute the concerts, events, and activities, which include programming, artist engagement, celebrations and events.
- Mobilize and utilize volunteers in support of the organization's plans and programs.
- Maintain the organization with the highest ethical standards, ensuring that business policies and practices are within the full extent of the law.
- Develop partnership agreements with community arts, education, and cultural organizations to advance the organization's outreach activities.

Financial Management

Develop, monitor, and maintain fiscal responsibility for the organization's overall budget, and ensure the most effective use of financial resources.

- Oversee management of cash flow and present appropriate balance sheets, income statements, and other financial oversight tools to the Board on a regular and timely basis.
- Develop an annual budget and business plan for presentation to the Board.
- Ensure financial controls are in place to maintain oversight and ethical use of funds.

- Provide oversight and supervision of bookkeeping and accounting in accordance with accepted accounting principles for non-profits.
- Negotiate contractual matters with rental organizations, ensembles, musicians and other independent contractors.

Marketing and Public Relations

Oversee all marketing and public relations activities for the organization.

- Develop plans to grow the audience through the identification of target customers and implementation of marketing / PR programs.
- Partner with MD to communicate the work and mission of the organization to the public and through media, as needed.
- Act as spokesperson for the organization with community and regional arts organizations, education institutions, businesses, foundations, government agencies, and other stakeholders including not-for-profit and corporate entities.
- Guide the increased brand awareness and impact of the organization, clearly articulating its mission, vision, programs and strategic direction to the public.

Fundraising and Development

Guide the creation of a comprehensive development program and assume an active role in fund-raising in consultation and cooperation with the Development Director and the Board.

- Take a direct leadership role in the organization's development programs, including its annual fund-raising efforts.
- Identify appropriate funding opportunities from individuals, foundations, corporations, and government agencies with the Board of Directors and the Music Director.
- Partner with the MD, Board of Directors, and volunteers in development activities, effectively cultivating, soliciting, and maintaining strong relationships with individual, corporate, foundation, and government donors and sponsors.
- Coordinate with city and regional governments and foundation agencies on grants and funding programs.

Governance

Provide support to best utilize the talents and resources of the Board; stimulate involvement, recruit new members, and work closely with the Board to ensure strong leadership.

- Initiate and maintain effective communications with the Board President, Board of Directors, staff, and volunteers.
- Participate in the formulation of the Vision and Mission of the organization and in the development and implementation of its Strategic Plan.
- Provide concise, relevant, and timely information to the Board so that it can fulfill its policy and decision-making responsibilities.
- Actively assist in Board prospect identification, cultivation, and recruitment of Board members whose skills, experience, financial connections, diversity, and capacity meet the needs of the organization.