



The Mission of the St. Charles Singers is to perform, promote and preserve the finest choral music to inspire diverse audiences regionally, nationally and internationally.

Position Title: **Executive Director of St. Charles Singers**

Reports to Board of Directors

Position Summary The position of Executive Director of St. Charles Singers will be attractive to a person who:

- Understands non-profit management and arts organizations.
- Has a desire to expand music appreciation and educational opportunities in the community
- Wants to contribute to a dynamic organization that is transitioning to a higher level of impact and influence
- Is interested in a Permanent Part time position

Essential Job Functions The Executive Director (ED) is the Chief Operating Officer, working closely with the Board of Directors and Music Director to fulfill the St. Charles Singers mission. The Executive Director will oversee the management of the organization and will provide leadership to ensure that the goals and objectives set out by the Board and Music Director are accomplished.

Development and Fundraising

1. Coordinate and execute development plans and fundraising of St. Charles Singers by working with the Fundraising Committee to set and reach philanthropic goals. Take the lead in donor cultivation by preparing, presenting and making funding requests.
2. Work with a Fundraising Committee to plan and execute events.
3. Prepare or oversee corporate and foundation grant requests and all follow up reports.
4. Oversee gift processing and timely acknowledgement of gifts.

Marketing Goals

1. Oversee the marketing and public relations of St. Charles Singers by working with the marketing committee and other external public relations firms to set annual goals for attendance, product and ticket sales and media communications.
2. Represent St. Charles Singers to all media, including social media channels, community leaders and other professional organizations.
3. Oversee a website administrator to ensure timely updates.

Organizational Goals

1. Provide essential support services for the Board including assisting the President with creation of meeting agendas, advising and consulting with Committee chairs on meeting agendas as needed, overseeing the safe keeping of Board and Committee minutes, and assisting the Board with strategic planning initiatives
2. Oversee the identification, recruitment and training of new board members.
3. Hire, promote, develop and terminate staff (other than the Music Director) as necessary, with Board approval.
4. Oversee the day-to-day financial operations of St. Charles Singers, including assisting the treasurer in managing the annual budget, arranging for the audit and overseeing completion of local, state and federal tax reports, tax filings and annual reports as required. The ED in cooperation with the treasurer is charged with keeping the Board apprised of financial concerns that may arise.

Programming Goals

1. Work with the Program Committee to develop educational outreach goals and to assist, as needed, with concert management and scholarship programs.

2. Consult with the Music Director and Program Committee to assist in planning, programming, and executing all performances and programs. Includes overseeing staff and technical support for programs including negotiation of fees, contracts and programs, reviewing all contracts (artist, rental) and collaborating with organizational program or performance partners to clarify each organization's role and expectations.

Working Relationships The Executive Director reports to the Board of Directors and works closely with the Music Director. They will work as a team to lead SCS, implementing the Board-directed vision and mission.

- Qualifications**
1. Minimum 5 years of experience in Not-for-Profit Administration.
 2. Experience in individual and event fundraising. Capital campaign experience is a plus, as is planned giving and corporate/foundation grant work.
 3. Ability to travel with the choir and on behalf of the organization (including internationally at times).
 4. Strong communication skills, both written and verbal
 5. An ability to work within electronic mediums: Microsoft Office Suite, Concert ticketing programs, Internet, Intranet and Social media.
 6. Ability to lift 30 lbs.
 7. Commitment to continued professional development including:
 - Participation in professional organizations such as Chorus America
 - Maintaining and updating professional competence by attending workshops, conferences and performances of other small musical organizations.

Position Available October 1, 2024

Salary Commensurate with experience

Please Submit Resume to: susanmcdowell@sbcglobal.net