



**PART TIME EXECUTIVE DIRECTOR
501c3 Vocal Performance Organization
St. Charles, IL**

Do You Want:

- An opportunity to lead an organization comprised of professional musicians with a board of directors that is celebrating their 40th anniversary?
- A high-profile community-based role, where you will oversee the management of the organization and provide leadership to ensure goals and objectives are met?
- An opportunity to contribute to a dynamic group that strives for higher levels of impact and influence?

St. Charles Singers, founded in 1984, is a group of professional musicians that sing under the direction of Maestro Jeff Hunt. Recognized for sublime interpretation of choral classics, the singers strive for excellence, sing with passion and demonstrate a sincere desire to create beauty and connect with their audience. The choir's home venue is Baker Memorial United Methodist Church in downtown St. Charles. Performances also occur in and around the city of Chicago and occasionally the choir travels nationally and internationally.

As a non profit, we also provide educational outreach including higher education scholarships as well as working with high school choral groups to serve as concert assistants. These initiatives support their mission to inspire diverse audiences all over the globe.

We Offer:

- A part-time, flexible role, where you will work closely with our Board of Directors and Music Director to fulfill St. Charles Singers mission and vision
- An opportunity to coordinate and develop all fundraising activities including events and grant requests. You will also oversee all marketing and PR including social media, manage the annual budget, and work to develop educational outreach goals.
- An organization that has deep roots in the community and is committed to its growth and success

Our Ideal Candidate:

- Aligns with our mission and values, and has demonstrated success in managing a non-profit
- Has experience in individual and event fundraising
- Has strong communication and relationship building skills to advocate for the organization
- Has the ability to travel domestically and internationally
- Has proficiency with MS Office, social media and other electronic mediums

If you have been looking for a flexible, part-time opportunity in an organization committed to making a positive impact in the community, please contact:

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