

MasterVoices EXECUTIVE DIRECTOR

OVERALL OBJECTIVES AND POSITION SUMMARY:

The Executive Director is MasterVoices' senior administrator with lead responsibility for the organization's financial management, day-to-day administrative activities, oversight of Marketing and Development, and in partnership with the Artistic Director and Board to realize the organization's mission.

- Together with the Board and the Artistic Director, the ED is responsible for providing overall leadership to MasterVoices.
- In Partnership with the Artistic Director is a critically important ambassador to the artistic and donor communities, and takes with the AD an important role in fundraising and outreach.
- Directs MasterVoices' administrative staff in support of its Mission and Strategic Plan.
- Maintains organizational continuity across Board, Staff and Chorus constituencies.
- Is a co-report – with the Artistic Director – to MasterVoices' Board of Directors.

GENERAL MANAGEMENT AND OPERATIONS

Provides Administrative Leadership and Oversight in all aspects of the organization's operations, office and administration.

- Attends and oversees all MasterVoices concerts and events
- Recruits, supervises and develops an effective managerial staff, providing career development and leadership to personnel through objective setting, delegation, and communication. Runs an effective and efficient team and provides to each staff member an effective annual evaluation.
- Oversees the GM in the maintenance of office infrastructure needs (space, IT, supplies, etc.).
- Assumes responsibility for organizing the periodic evaluation of outside consultants and professionals.
- Schedules, organizes and leads staff meetings.

FUNDRAISING AND DEVELOPMENT

Coordinates and supports all Development efforts for the organization, working with the Board's Development Committees, AD, and Development Consultant(DC) to refine and implement short- and long-term development strategies and goals.

- Provides staff support to the Board Development Committee
- Works with the Development Committee, AD and DC in prospect identification and solicitation for major gifts and annual membership campaigns, providing oversight and institutional knowledge.
- Provides oversight and staff support to the Grants Manager in the writing of corporate, foundation, and government grant proposals;

- Collaborates with the Board and DC to support the Artistic Director in his/her identification and cultivation of prospective donors and board members.
- Special Events - In conjunction with the Special Events Committee, oversees the Development Associate (DA) in the execution of the annual Gala, spring benefit, patron tours and year-round cultivation events. (The Board leads the identification of event themes and identification of honorees and co-chairs. The staff leads the execution of the events including all logistics and implementation, mailings, etc.).

FINANCIAL MANAGEMENT

Monitors and maintains fiscal responsibility for the organization's budget, and ensures the most effective use of financial resources.

- Supports the Finance Committee in the creation of the annual budget and works with the bookkeeper in the creation of ongoing reporting updates over the course of each season.
- Effectively oversees the organization's financial administration, including working with the bookkeeper to provide all necessary materials to the Auditor for the preparation of the Financial Statements and 990.
- Supervises financial management, including accounts payable and receivables, payroll and the maintaining of all necessary insurance policies.
- Supervises the Administrative Assistant in financial tasks including data entry into the database, check scanning and bank deposits.
- Works with the bookkeeper and Finance Committee to identify cash flow or other financial challenges with adequate time to inform the Board and develop a response.

GOVERNANCE

Provides Ongoing Board Support for both strategic and tactical efforts.

- Attends all Board meetings and Board Committee meetings (as requested).
- Supports the Board Chairs in the drafting of agendas and scheduling of Board meetings.
- Provides support to the Board committees, allocating staff and other resources as required.
- Recommends to the Board changes to policies and procedures that would improve the organization
- Supports the board in providing reports, spreadsheets, and research for strategic planning and other special initiatives.

MARKETING AND PUBLIC RELATIONS

Oversees marketing and public relations activities for the organization.

- In collaboration with the AD, leads the organization's marketing and public relations efforts, working with the Marketing and Education Manager (MEM) and consultants (Publicist, Development Consultant(DC), and Advertising Agency) on the design, production, and distribution of season and concert information.

- Manages the Publicist and MEM in the maintenance and development of relationships with performance venues and media outlets.
- Oversees the MEM and Publicist in the planning and execution of intuitional and project-specific marketing campaigns and social media.
- Effectively oversees the MEM in the implementation of ticketing and ticket membership processes.

ARTISTIC PLANNING

Supports the Artistic Director and Board in realizing the organization's programming and mission.

- Works closely with the AD and GM to carry out MasterVoices' artistic vision and can effectively represent the organization to internal and external constituencies.
- Actively supports the Artistic Director (who has primary responsibility) on programming.
- Identifies and pursues opportunities for MasterVoices to perform in new venues, including, tours, hired performances, and expansion of its visibility through recordings, TV and radio broadcasts, and other media
- Establishes and builds relationships with other organizations and key presenters.
- In partnership with the Artistic Director, provides oversight to the GM in the musical preparation for the concerts including; rights, orchestra and chorus parts, contracting of professional core, artist contracts (soloists, designers, stage managers, etc.).

EDUCATION AND OUTREACH INITIATIVES

In partnership with the AD, create and execute mission-based Education and Outreach programs.

- Provides guidance and oversight to the MEM and GM in their work with the Bridges, Side-by-Side, Geier Artist and ticketing programs.
- Oversees the MEM in their support of the Education Committee.
- Works with the Development Committee, Development Consultant, Grant writer and MEM to identify institutional and individual funding opportunities connected to Education initiatives.