



Cincinnati Youth Choir

BUILDING TOMORROW'S LEADERS, ONE VOICE AT A TIME

Ensemble-in-Residence at the University of Cincinnati College-Conservatory of Music
Preparatory and Community Engagement

The **Cincinnati Youth Choir** (www.cincinnatichoir.org) invites applications from dynamic leaders with a passion for the arts and youth education to serve as its next **Executive Director**.

Opportunity Highlights:

- **Position Type:** Contractor
- **Location:** Hybrid - Cincinnati, Ohio; some nights and weekends are required, specifically for scheduled performances or evening board meetings.
- **Reports To:** Board of Directors
- **Supervises:** Managing Director, Director of Cincinnati Choral Academy, Development Team
- **Start Date:** ASAP, or by December 1, 2025
- **Salary:** \$60,000 - \$80,000

About Cincinnati Youth Choir:

The Cincinnati Youth Choir, Ensemble-in-Residence at the University of Cincinnati College-Conservatory of Music, is a nationally celebrated, award-winning choral organization in its 33rd season. Each year, hundreds of Greater Cincinnati youth in grades one through twelve grow in choral artistry in this educationally based organization. CYC's Bel Canto Choir has been a featured ensemble in China, Japan, Italy, England, Wales, Ireland, Austria, Germany, Sweden, Denmark, Norway, Canada, Costa Rica, and across the United States. CYC choirs have had the distinct honor to perform in some of the world's best concert venues such as Carnegie Hall, The Kennedy Center, The Forbidden City Concert Hall, St. Peter's Basilica in Vatican City and the World Expo in Milan, Italy. CYC has performed with the Cincinnati's Symphony, Pops, Opera, and May Festival while regularly collaborating with CCM's ensembles and operas. CYC has commissioned over 80 works for treble voices.

Awards & Honors:

- [Winner of the 2015 & 2024 American Prize in Choral Performance for Youth Choirs](#)
- Winner of the 2018 Chorus America Education and Community Engagement Award
- Winner of the 2016 Chorus America ASCAP Award for Adventurous Programming
- [Gold Medal Choir, Youth Choir of Equal Voices, World Choir Games 2012](#)

Explore CYC's Work:

Listen: [Apple Music](#), [Spotify](#)

Social: [Facebook](#), [Instagram](#)

Watch: [Youtube](#)

Position Summary:

The Executive Director (ED) of the Cincinnati Youth Choir (CYC) is a visionary and strategic leader responsible for overseeing the organization's financial sustainability, operational excellence, community engagement, and mission alignment. The ED works in close collaboration with the Board of Directors, Managing Director, and program staff to ensure CYC's long-term growth, artistic excellence, and community impact. This individual will be a key ambassador for the organization and drive its continued development through strong fundraising, stakeholder engagement, and operational oversight.

Key Responsibilities:

1. Financial Strategy & Development

- Lead the planning and execution of a multi-pronged development strategy to increase financial support from individuals, corporate sponsors, foundations, and grants.
- Reconnect with past donors/sponsors and cultivate new relationships to support strategic initiatives.
- Serve as the primary liaison with Grant Writing Contractor, guiding the year-round development plan and overseeing grant writing and reporting.
- Collaborate with the Managing Director and Board Treasurer to prepare, review, and manage annual budgets and forecasts.
- Oversee coordination with the Accounting Contractor for accurate financial processes, coding, and reporting.
- Review monthly financial reports and ensure compliance with budget expectations and reporting standards.
- Ensure all grant applications and reports receive ED and MD review and approval prior to submission.

2. Organizational Leadership & General Management

- Supervise and support the Managing Director, Director of Cincinnati Choral Academy, and development staff.
- Facilitate weekly staff meetings and maintain strong internal communications.
- Provide operational oversight, including volunteer coordination, technology systems, and performance logistics.
- Collaborate on marketing, branding, and public relations efforts that support the mission and visibility of CYC, in partnership with the Managing Director.
- Serve as a public representative of the organization, including attendance at ArtsWave and other community functions.

3. Governance & Board Relations

- Serve as the primary liaison to the Board of Directors, ensuring clear and consistent communication.
- Provide regular updates on programs, events, and strategic priorities.
- Identify, recruit, and onboard new board members to ensure diverse skills and perspectives.
- Ensure all board compliance and annual documentation requirements are met.

4. Program & Event Oversight

- Oversee administrative aspects of tours, camps, and festivals, ensuring logistical, budgetary, and registration needs are met.
- Coordinate with program leaders and administrative staff to stay within program budgets and secure additional funding if needed.
- Support the planning and execution of parent engagement, volunteer activities, and special events in coordination with the Administrative Coordinator.

5. Strategic Planning & Mission Advancement

- Collaborate with the Board and leadership team to implement the current strategic plan and actively participate in the development of the next 5-year strategic plan.
- Ensure the mission and values of CYC are reflected in all programs, communications, and partnerships.
- Maintain up-to-date knowledge of best practices in arts administration, youth engagement, nonprofit management, and equity in programming.

Qualifications

- Proven leadership experience in nonprofit management, arts administration, or a related field.
- Demonstrated success in fundraising, financial management, and donor relations.
- Strong understanding of nonprofit governance and board development.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to lead diverse teams with empathy, accountability, and collaboration
- Passion for music education, youth development, and community arts programming

Preferred Qualifications

- Experience with grant writing and foundation relations.
- Familiarity with accounting software, Google Workplace, choir management systems, and nonprofit financial reporting
- Understanding of the Cincinnati arts and cultural landscape is a plus
- Degree in Arts Administration preferred, or an equivalent combination of lived, learned, and professional experience.

CYC's Commitment to Inclusion

The Cincinnati Youth Choir is committed to creating a diverse and inclusive environment for all contractors, board members, families, and young singers. We welcome candidates from all backgrounds who share our passion for youth music education and community enrichment.

How to Apply

Interested candidates should submit a resume, cover letter, and two references to apply@cincinnatichoir.org. Applications will be reviewed on a rolling basis until the position is filled.

Please consider the following questions as you create your cover letter/application:

- Why are you interested in this position at this point in your career? What interests you most about CYC's programs and trajectory?
- Please briefly describe your experience leading a professional nonprofit organization and team.
- Please briefly describe how you have leveraged technology, digital tools, or AI to enhance marketing and fundraising efforts and/or increase overall organizational efficiency.
- Please describe your approach to management. How would those who work for you describe you as a leader? How have you partnered with artistic directors or programming leaders in past positions?