



Job Announcement: EXECUTIVE DIRECTOR

Overview

The San Francisco Girls Chorus (SFGC) seeks an experienced, collaborative, and empathetic Executive Director to lead this unique and treasured Bay Area arts education institution.

SFGC's next Executive Director will have proven experience with nonprofit arts funding models and finances. A natural collaborator, they will be a strong partner to the Board of Directors and equal partner with the Artistic Director, Valérie Sainte-Agathe, and be a strong advocate for the organization's mission of empowering girls and young women. The Executive Director will build creative partnerships with other professional arts institutions in the Bay Area. Successful candidates will possess a passion for arts education, as well as the empathy, listening and communication skills to maintain a healthy workplace culture and nurture the next generation of our youth.

With these skills, qualities, and partners, the Executive Director will ensure SFGC's representation nationally and internationally as a dynamic leader in young people's vocal development and performance.

*This is a full-time, hybrid role. **Interested candidates are encouraged to apply immediately as the search may move quickly.** See "How to Apply" section below.*

About the Organization

Established in 1978, the San Francisco Girls Chorus prepares girls and young women from diverse backgrounds for success, on stage and in life, through rigorous, empowering music education, and enriches Bay Area cultural life through innovative vocal performance.

Each year, more than 400 girls, young women, and gender-expansive youth from 45 Bay Area cities ranging in age from 4 - 18 participate in the SFGC's programs. The organization has an annual operating budget of approximately \$2.7M, with 8 full time staff, 15 part-time staff, and a board of 10 and growing.

Over its 46+ year history, SFGC has won five GRAMMY Awards, and toured to such illustrious venues as Lincoln Center, the John F. Kennedy Center for the Performing Arts, and at Carnegie Hall. SFGC is an active collaborator in our vibrant arts community, and performs regularly with premiere organizations such as the San Francisco Opera, San Francisco Symphony, San Francisco Film Festival, and Kronos Quartet.

SFGC owns and operates the Kanbar Performing Arts Center, which has become a hub for small to mid-size arts organizations in the Bay Area. In addition to SFGC's own rehearsal and performance programs, the Kanbar Center provides long-term leased office space and rehearsal space for a variety of respected arts and culture organizations.

Position Description

Leadership and Management - 30%

- Lead and inspire staff and Board to work collaboratively to actualize SFGC's mission, vision, and values.
- Ensure that there is a well-defined organizational structure, clear management objectives, measurable levels of responsibility and accountability, and opportunities and support for professional growth for faculty and staff.
- Maintain a strong management team, through which the day-to-day program oversight and administrative operations are maintained, financial and human resources secured, and programs evaluated for their innovation and impact.
- Create a culture of transparency with clear and direct communication throughout the organization.
- Develop positive relationships with artistic staff, donors, and parents of the choristers. • Demonstrate a commitment to multicultural learning environments and culturally informed service delivery and programming.
- Help guide our relationships locally, nationally & internationally.

Fiscal Stewardship - 30%

- Ensure the financial viability and sustainability of SFGC.
- Oversee the financial management of the organization's \$2.7M budget in coordination with the finance team and Board.
- Establish a culture that utilizes financial resources effectively and invests resources wisely.
- Maintain financial best practices and seek innovation in managing financial resources. • Oversee management of the Kanbar Center including oversight of its physical needs, and ensure it is being utilized to its highest and best purpose.

Development and Marketing - 20%

- Work closely with SFGC's Development Manager, Board, and Artistic Director to secure major gifts from current and new donor bases, and work collaboratively to meet the advancement needs of the organization.
- Cultivate a wide range of donor relationships, including public and private corporations, foundations, and individual supporters
- Assure that the organization has a robust and effective development strategy and ensure implementation of that strategy.
- Maintain a strong, well-branded organization with a clearly stated vision and mission. • In collaboration with the Branding committee, Marketing consultant and Artistic Director, develop the institutional marketing and branding plan.
- Build key relationships in the community.

Governance - 20%

- Develop a strong working relationship with Board leadership and Board working committees.
- Attend Board meetings and maintain timely, accurate, and complete information sharing with the Board.
- Use the wisdom, experience, and influence of Board members to promote SFGC and its programs in members' personal spheres of interest.
- Support the recruitment of Board members whose interests, talents, commitments, and

values are congruent with the vision, mission, and needs of SFGC. This includes helping to build a Board with a diverse composition.



Qualifications

- Strong collaboration skills. Proven ability to create constructive partnerships with the board, artistic director, staff, singers, and community organizations and stakeholders.
- Demonstrated ability and/or experience working with young people and their families.
- Familiar with arts funding models.
- Calm, straightforward communicator who listens and leads with empathy.
- Proven managerial, problem solving, and strategic planning capabilities.
- Strong financial management knowledge and skills. Ability to both understand and communicate financial information in a way that supports the artistic and educational goals of the organization.
- Track record of successfully raising revenue from multiple sources.
- Commitment to building relationships with donors and establishing new development pathways.
- Strong written and oral communication skills.

Education and Experience

- Bachelor's degree or higher, or equivalent professional experience.
- Minimum of 10 years' work experience in increasingly responsible positions.
- Experience in nonprofit arts administration, development, and marketing.
- Experience working with a board of directors or equivalent governing body.
- Experience managing a complex organizational budget with numerous revenue sources.

Compensation and Employment Details

This is a full time, exempt position, with the salary range offered between \$160-\$170,000 per year and includes a generous benefits and PTO package. Hybrid work schedule. The SFGC office is based at the Kanbar Center in San Francisco.

Diversity, Equity, & Inclusion

The San Francisco Girls Chorus is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by law.

SFGC is deeply committed to implementing true diversity and belonging in all aspects of its undertakings. We aspire to lead with a lens towards justice and inclusion. We embrace the unique and important role that the performing arts and musical education can have in promoting healing, enlightenment, and unity in our own diverse community and the world.

How to Apply

Submit a **resume and a cover letter** that describes how your experience aligns with the position requirements to hire@sfgirlschorus.org. PDF format strongly preferred.

The position is open until filled. Applications will be reviewed on a rolling basis.