

Organization: The Tallahassee Community Chorus, Inc.

<https://www.tcchorus.org/>

Job Title: Executive Director

Job Location: Tallahassee, Florida

Job Type/Work Environment: Full-time/Remote

Work Conditions: Attends all concerts, events and meetings; some evenings and weekends, especially during concert weekends

Salary Range: \$45,000-\$50,000 annually

Position Summary:

The Tallahassee Community Chorus (TCChorus) seeks an accomplished and mission-focused executive director to help advance its vision and strategic plan. The ED will collaborate closely with the artistic director and volunteer board to further establish and implement strategic initiatives within all aspects of its administration: artistic development, community outreach, marketing, board development, and financial management. The ED will also consistently represent TCChorus to patrons, professional organizations, and the public. This role requires a collaborative leader with a passion for choral music and the desire to seek positive relationships within the area's arts sector and business community.

Background: Founded in 1988, The Tallahassee Community Chorus is a diverse, non-auditioned, mixed ensemble dedicated to providing choral music education and performance opportunities of the highest quality to the Tallahassee/Leon County and surrounding areas. The chorus numbers approximately 200+ singers. It is governed by a volunteer board of directors, is administered by an employed Executive Director, and is artistically directed by the Artistic Director, Dr. Michael Hanawalt. The concert season currently consists of three major concert performances, participation in the annual Florida State University College of Music Seasonal Celebration concert, and national/international performance tour travel. TCChorus is a 501(c)3 nonprofit, duly licensed by the State of Florida to solicit charitable contributions. Operations are supported by ticket sales, governmental and private grants; corporate/business sponsors, singer dues, and individual donations.

Principal Duties and Responsibilities:

- **Planning and Administration:**
 - Coordinate all arrangements for the timely planning and execution of the TCChorus performance schedule.
 - Attend all concerts, events, and meetings, as well as select rehearsals, to maintain a presence within the organization and engage with stakeholders.
 - Oversee the production of concert programs and marketing materials, including the website, to ensure high-quality and timely delivery.
 - Work with venue leadership, including box-office staff and volunteers to manage performance-related operations and ticketing logistics.

- Oversee exceptional “front of house” customer service at all concerts, welcoming concertgoers and fostering relationships with donors.
- **Community Engagement and Representation:**
 - Serve as the “face” of the TCChorus administration within the community – as primary contact for communication with singers, rehearsal/venue staffs, donors, government agencies, key patrons and volunteers, and other arts organizations.
- **Strategic Planning:**
 - Collaborate with the artistic director, board president, and executive committee to further develop, implement, and monitor strategic plans.
 - Engage with board and artistic director in periodic assessments of progress toward goals and adjust strategies as needed.
- **Board Relations:**
 - Work with the board officers/directors to facilitate consistent and effective governance and communication among all parties.
 - Attend all meetings of the executive committee and full board, providing timely reports and insights as requested.
 - Collaborate with the board president annually to schedule meetings, prepare for the annual board planning retreat, and assist in board recruitment and training efforts.
- **Financial Management:**
 - Partner with the treasurer to conduct budget analysis, monitor cash flow, and anticipate potential financial challenges.
 - Prepare and manage budgets in compliance with approved financial plans and governmental regulations, presenting findings to the Board.
 - Ensure fiscal integrity by adhering to the approved budget and maintaining transparent financial operations.
 - In consultation with the appropriate Board member and Board legal counsel, prepare and monitor invoices, contracts, and agreements to be entered into on behalf of the organization.
- **Development and Fundraising:**
 - Help identify and pursue new sources of contributed income, including from individuals, businesses, foundations, and grants, including drafting grant applications as required.
 - Help plan and manage annual fundraising and donor campaigns, including web-based and print materials.
 - Acknowledge all donated funds in accordance with procedures approved by the board, especially recognition in concert programs and/or other presentation materials.

- **Marketing:**
 - Manage marketing efforts by collaborating/delegating the various needs of the organization to fulfill the marketing plan.
 - Research and recommend strategies for ongoing audience retention/growth.
 - Monitor progress of both the season and each concert's marketing efforts.
- **Community Relations**
 - Build relationships with local and national choral peers.
 - Manage collaborations with area partners and organizations.
 - Collaborate with the Board committee directing outreach to develop and oversee outreach programs, such as the concert community partnerships program.
 - Represent the chorus at various community events.
- **Organizational Development:**
 - Identify strengths and weaknesses in operational activities, including software and service platforms vital to TCChorus' operations.
 - Participate in professional development discussions with local and national choral leaders.
- **Staffing/Volunteers**
 - Hire, train, and supervise box office manager and staff, arts administration interns, and other staff as directed by the Board.
 - Collaborate with the Board on the recruitment, training and support of volunteers as needed to meet organizational goals.
 - Create and maintain job descriptions for approved positions.
- **Qualifications:**
 - Bachelor's degree required, Master's degree preferred, in Arts Administration, Music, Business Management, or a related field.
 - Proven experience in a leadership role within a nonprofit arts organization whose focus is choral or other music programs.
 - Effective communication, grant-writing, and interpersonal skills.
 - Strong financial acumen, with experience in budgeting, financial reporting, payment processing.
 - Experience with use of Customer Relations and Chorus Management software platforms, Google for Nonprofits, spreadsheets, online meetings, digital programs, and related technologies.
 - Understanding of and successful track record in marketing and fundraising.
 - Demonstrated ability to build and strengthen relationships with stakeholders.
 - Passion for and commitment to the experience of choral music and singing.

To Apply: By 11:59 PM Monday, November 24, 2025, email your resume with cover letter describing how you meet the qualifications for this position, along with contact information for at least 3 relevant references, to jansmith@tcchorus.org. Please use “Executive Director Search” in the subject line. All application information must be received via email – no hard copies will be accepted.

The Tallahassee Community Chorus values diversity and inclusiveness and is an equal opportunity employer.