



Job Title: Executive Director

Reports to: Chair of the Board of Directors

Location: Kansas City, MO

Type: Full-Time | Exempt

Salary Range: \$85,000 to \$95,000

Start Date: July 1, 2026

Position Summary

The Executive Director (ED) of Heartland Men's Chorus, Kansas City (HMCKC) provides strategic and operational leadership for one of the region's most visible and respected LGBTQ non-profit performing arts organizations. In partnership with the Artistic Director and the Board of Directors, the ED advances the mission of using the power of music to build community, celebrate pride, and empower authenticity.

Essential Functions

1. Strategic & Organizational Leadership

- Guide implementation of the Chorus's strategic plan and long-term vision.
- Foster a healthy, inclusive organizational culture that supports collaboration.
- Supervise and support a small professional staff and key volunteers to ensure smooth daily operations.
- Strengthen internal systems, policies, and communications to support efficient, mission-driven work.

2. Development & External Resources

- Lead comprehensive fundraising efforts across individual giving, sponsorships, foundation and grant support, and special events.
- Lead planning and execution of major fundraising events, including the annual *Evening of Note*, donor receptions, and community benefit events.

- Cultivate relationships with donors, community partners, and sponsors that grow engagement and investment.
- Serve as a primary ambassador for HMCKC, representing the Chorus at civic and arts events and within the GALA Choruses network.

3. Financial & Administrative Management

- Oversee budgeting, cash flow, and financial reporting in collaboration with the Finance Committee and accountant.
- Grow the organization's financial position to expand programmatic opportunities and impact.
- Ensure fiscal responsibility, compliance, and timely reporting to the Board and funders.
- Maintain strong coordination between administrative and artistic functions.

4. Marketing, Public Relations, & Audience Development

- Shape external communications in partnership with the Artistic Director and with the assistance of Communications and Brand Management staff.
- Oversee strategies that grow audiences, deepen engagement, and reflect HMCKC's values of inclusion and artistic excellence.
- Guide marketing, ticketing, and digital communication efforts to expand HMCKC's reach.

5. Board Relations

- Serve as the primary liaison to the Board of Directors, providing and receiving information, insight, and recommendation.
- Support Board recruitment, training, and committee work to strengthen governance and strategic alignment.

Qualifications

Required

- Minimum five years of leadership experience in nonprofit, arts, or cultural management.
- Demonstrated success in fundraising, donor cultivation, and relationship management.
- Strong financial acumen, including budgeting, reporting, and fiscal oversight.
- Excellent communication and relationship-building skills with diverse stakeholders.
- Proven ability to manage multiple priorities with creativity, clarity, and accountability.
- Bachelor's degree required.

Preferred Qualifications

- Knowledge of and passion for performing arts organizations and choral music.
- Experience working within or with LGBTQ communities and GALA choruses.
- Familiarity with CRM, ticketing, and office productivity platforms.
- Advanced degree in arts administration, nonprofit management, or business.

Position Details

This full-time exempt role includes frequent evening and weekend commitments for rehearsals, performances, meetings, and community events. The position is based in Kansas City with some flexibility for Kansas City-based remote work.

Benefits include paid holidays and culture days, health insurance stipend, retirement match, and mobile phone assistance.

HMCKC is an equal opportunity employer. We celebrate diversity and are committed to fostering a culture of inclusion and belonging where all individuals are valued and respected.