



JOB TITLE: Executive Director

REPORTS TO: Board of Directors; primarily supervised by the President

COMPENSATION: \$65,000 – \$75,000

This is a full-time position. While considered remote, in-person commitments are regularly expected in relation to executing the responsibilities of the position. Therefore, the successful candidate will need to be local to Sacramento, CA.

COMPANY DESCRIPTION: For over 40 years, the Sacramento Gay Men's Chorus has been dedicated to cultivating joy and artistic excellence while fostering a sense of belonging and uplifting the LGBTQIA+ community. With a clear mission, the organization envisions itself as a beacon of artistic excellence and visibility, inspiring social change and creating a lasting legacy of inclusion through the joy of music. The Chorus is a thriving part of the Sacramento regional community, committed to diversity, equality, and impactful performances.

GENERAL PURPOSE OF POSITION: Under the general direction and of the Board of Directors (BOD), the Executive Director (ED) will provide high-level oversight of the business aspects of SGMC to ensure efficient administrative function and that the strategic plan and vision of the organization is executed successfully. The ED's direct supervisor is the President of the BOD. The ED's primary areas of focus will include oversight for fundraising and donor development activities, marketing strategies for the shows and other ticketed fundraising events, and outreach and public relations efforts to foster an expanded audience base and organization awareness within the community. The ED should utilize and aid in maintaining an active committee structure to aid in achieving these goals. This position supervises the Artistic Director and Chorus Administrator. The ED serves as the primary external contact for the organization, including for all contractual matters. This position requires a high degree of initiative, independence, and professionalism. The ED position cannot participate in the chorus as a singing member.

ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS:

General

- Foster an environment of transparent, collaborative communication with the whole organization including paid and volunteer staff, the BOD, committee chairpersons, and section leaders.
- Prepare a monthly report to present to the BOD at each board meeting, and attend all BOD meetings.
- Coordinate the creation and release of the SGMC Annual Report which is due no later than 120 days after the end of each fiscal year.

- Supervise the Artistic Director, Chorus Administrator, and any future staff as assigned by the BOD. Monitor staff to ensure their duties are completed timely and provide tools and support as needed to ensure their success. Provide an annual performance appraisal to your staff. Your success as a supervisor will be measured, in part, by your staff's success.
- Hold at minimum weekly staff meetings to maintain a highly functional administrative and artistic collaboration in line with the overall goals of the BOD and SGMC. Any conflicts will be resolved by the President and/or the BOD.
- Meet with your direct reports, either in person or virtually at least once per month to provide an ongoing dialogue.
- Maintain a high standard of privacy and confidentiality required in all aspects of the work and communications of SGMC and its members.
- Other duties as assigned by the BOD.

Financial Management

In concert with the BOD, serve as the primary individual responsible for SGMC having the financial resources available to operate successfully and maintain fiscal responsibility for the organization's overall budget, and ensure the most effective use of financial resources including those earmarked for show production. The BOD is responsible for approving the annual budget and the ED is responsible for meeting and adhering to the overall budget.

- Responsible for approving and negotiating all contractual matters of the organization ensuring these are in writing and free from conflicts of interest. These contractual matters include but are not limited to those associated with choice of performance venues, lighting and sound, partnering with community organizations, agents, choreographers, promoters, presenters, touring groups, ensembles, musicians, singers, and rental organizations. BOD approval is required for any contractual arrangements that have the potential to negatively impact the approved annual budget. Include the details of all contractual arrangements in your monthly report to the BOD upon their execution. Communicate contractual obligations to the Treasurer for financial record keeping.
- Coordinate with the Treasurer and President on financial processes, provide oversight of bookkeeping and tracking functions of subordinates, and aid the BOD in enforcing adequate financial controls to safeguard SGMC's assets at all times. Maintain working knowledge of cash flow, balance sheets, income statements, and other financial oversight tools.
- Participate in creating the annual budget.
- Meet regularly with AD and/or their production designee(s) to actively aid production in adhering to the BOD approved budget for each show.

Fundraising, Audience Development, and Marketing

Responsible for developing a multiyear strategic plan for the creation of a comprehensive marketing, fundraising, and audience development program to maximize contributed income and expand the audience base to maximize ticket sale revenue. This plan must be approved by the BOD and the progress evaluated before the beginning of each fiscal year.

- Provide direction and guidance to the chairpersons and members of the fundraising and marketing committees to successfully execute the strategic plan.
- Responsible for the success of all fundraising initiatives including effectively cultivating, soliciting, and maintaining stewardship through strong relationships with individual,

corporate, foundation, and government donors, sponsors, grant providers, and program advertisers.

- Fundraising events and activities must be approved by the BOD. The expectation is that the major events will involve collaboration between the ED and appropriate committees.
- Responsible for the success of marketing strategies and best use of marketing budgets, including show promotional activity.
- Through subordinates, oversee the success of membership activities, show promotion communications, ticket sales, and box office activities.
- Participate in opportunities through the GALA organization or other resources to enhance your abilities as ED.
- Required to attend occasional out-of-town events for SGMC; expenses incurred by employees on official business will be reimbursed as authorized by the BOD.

PREFERRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to work collaboratively with many individuals and approach opportunities with innovation and creativity. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience in working in performing arts organizations.
- Strong background in administration and financial oversight.
- 10+ years of experience administering/managing non-profit organizations required.
- Undergraduate and/or Graduate Degree in Business Administration preferred.
- Development and fundraising experience with a non-profit arts organization.
- Experience working with community-based art and/or LGBTQ+ organizations.
- Commitment to working in a team environment and proven ability to meet deadlines.
- Demonstrate desire and sensitivity to work in diverse racial, ethnic, cultural, sexual orientation, gender identity, and religious settings with commitment to diversity in the workplace.
- Excellent oral and written communication skills.
- Knowledge of chorus management software programs. Chorus Connection experience preferred.
- Proficiency in use of donor management software programs. Donor Perfect experience preferred.
- Proficiency in use of email marketing software programs. Constant Contact preferred.
- Demonstrated ability working in all aspects of Gmail, Google Calendar, Google Drive, Google Docs, and Google Sheets.
- Flexibility of work schedule required, hours will vary.

HOW TO APPLY: Email jobs@sacgaymenschorus.com your resume and cover letter.