

Executive Director – Community Arts Organization

Leading fundraising, partnerships, and operations for a vibrant women’s choral community

Her Voice Productions / Twin Cities Women’s Choir

Position Title: Executive Director

Reports to: Board of Directors

Location: Twin Cities Metro (hybrid; regular presence at rehearsals and performances expected)

Status: .5–.75 FTE

Salary Range: \$32,000 – \$46,000 (commensurate with experience), bonus for meeting/exceeding fundraising goals

Benefits: Monthly stipend toward health insurance and retirement benefits

About Her Voice Productions

Her Voice Productions is a vibrant nonprofit arts organization dedicated to affirming and uplifting the voices of women through choral music. Our 140 singer Twin Cities Women’s Choir brings together singers of diverse backgrounds to create powerful musical experiences that inspire audiences and build community.

We sing music that challenges us artistically, inspires us soulfully, and celebrates the voices and stories of women. Through concerts, collaborations, and community engagement, we strive to strengthen and inspire individuals and communities through song.

We are seeking a leader who believes in the power of choral music to build community and who will steward the organization’s resources, relationships, and reputation with care so that our singers can focus on what they love most - making music together.

Position Overview

The Executive Director serves as the chief administrative and fundraising leader of Her Voice Productions. A primary responsibility of this role is strengthening TCWC’s financial foundation by cultivating donor relationships, pursuing grants, and expanding contributed revenue.

Working in partnership with the Artistic Director, Choir Manager, and Board of Directors, the Executive Director helps ensure the long-term sustainability, visibility, and operational health of the organization.

The successful candidate will be a hands-on leader and community builder - getting to know choir members, building relationships, listening to their ideas, and helping connect their talents and strengths to the work of the organization.

Areas of Authority

The Executive Director holds the key leadership position in Her Voice Productions. Under the authority of the Board of Directors, the Executive Director is responsible for implementing organizational policies, ensuring compliance with nonprofit regulations, and maintaining the fiscal integrity of the organization.

The Executive Director stewards the financial resources entrusted to the choir by its singers, donors, and community supporters and provides leadership and supervision for staff members and volunteers.

The Executive Director works in close partnership with the Artistic Director to ensure the artistic vision of the organization is supported by strong operational systems, thoughtful planning, and sustainable financial resources.

The Executive Director also works closely with the Choir Manager, fostering a collaborative relationship that supports effective coordination of day-to-day operations. While the Executive Director provides leadership and supervision for the role, the relationship is intended to function as a strong partnership in which responsibilities are shared and the Choir Manager is supported in maintaining a manageable and sustainable workload.

Key Responsibilities

Organizational Leadership

- Partner with the Board and Artistic Director to implement strategic priorities
- Serve as a public ambassador for the organization within the arts and community
- Maintain a visible presence at rehearsals and performances to stay connected with singers and volunteers

Fund Development

Fundraising leadership is central to this role.

The Executive Director will:

- Develop diverse funding streams and long-term revenue strategies
- Cultivate and steward relationships with individual donors and sponsors
- Identify and pursue grant opportunities
- Partner with the Board and volunteers on fundraising initiatives

Operations and Administration

- Oversee day-to-day operations of the organization
- Develop systems, policies, and procedures that support sustainability
- Ensure compliance with nonprofit laws and governance practices
- Identify partnerships and opportunities that advance the mission

Finance

Working with the Treasurer and bookkeeper, the Executive Director will:

- Develop and manage the annual operating budget
- Ensure responsible stewardship of financial resources
- Maintain sound financial systems and internal controls
- Provide clear and transparent financial reporting to the Board

What Success Looks Like in the First Year

Working with the Board and Artistic Director, the Executive Director will focus on strengthening the organization's foundation and positioning it for long-term sustainability.

Key early priorities include:

- Expanding fundraising through donor relationships, grants, and sponsorships

- Strengthening operational systems and communication practices
- Building strong relationships with singers, volunteers, and community partners
- Supporting artistic planning by helping coordinate seasons, venues, and resources in advance
- Ensuring responsible financial stewardship and transparent communication with the Board

Required Qualifications

- Bachelor's degree
- Demonstrated nonprofit management or organizational leadership experience
- Experience in fundraising and donor development
- Excellent communication and relationship-building abilities
- Ability to manage multiple priorities in a small nonprofit environment
- Demonstrated financial management experience

Preferred Qualifications

- Experience in arts administration or the choral community
- Grant writing and grant management experience
- Experience working with nonprofit boards
- Strategic planning experience
- Public speaking and community engagement experience

Personal Characteristics

Successful candidates will demonstrate:

- Initiative and proactive leadership
- Comfort building relationships with donors and community partners
- Strong interpersonal and conflict-navigation skills
- Curiosity and appreciation for the arts
- Ability to balance artistic vision with operational realities
- Commitment to stewardship of the organization's resources and mission

Encouragement to Apply

We recognize that strong candidates may bring a variety of experiences and career paths. If you are excited about the mission of Her Voice Productions and believe your skills and experiences would help strengthen our organization, we encourage you to apply even if you do not meet every qualification listed above.

How to Apply

Please submit a cover letter and resume to:

[Insert Email Address]

Applications will be reviewed beginning **[Insert Date]**.

Her Voice Productions encourages candidates from diverse backgrounds and perspectives to apply.