

Part-Time Executive Director (Operations)

Alexandria A Cappella Collective (AACC)

Status: Part-time, exempt

Time Commitment: Approximately 10–15 hours per week

Compensation: \$15,000 annual stipend

Reports to: President of the Board

Works closely with: Artistic Director, Executive Team, Operations Triad Leaders

Location: Hybrid (Alexandria, VA–based preferred)

About the Alexandria A Cappella Collective

The Alexandria A Cappella Collective (AACC) is a community-based choral arts organization with a longstanding reputation for musical excellence, professionalism, and volunteer leadership. For decades, AACC has operated with a formal and effective operational model that served the organization well.

The world has changed, and so has the nonprofit arts landscape. AACC is now evolving its operations to align with modern best practices while also pushing toward the cutting edge of sustainable, volunteer-driven nonprofit management. This transition is not about correcting past shortcomings; it is about building future-ready systems that ensure AACC's impact, relevance, and legacy endure for decades to come.

Position Summary

The Part-Time Executive Director (Operations) provides **project management, operational coordination, and volunteer leadership support** for AACC's evolving operations model.

The Executive Director does not personally execute all operational work. Instead, they ensure that volunteer-led projects are clearly defined, properly owned, documented, and moving forward through shared systems.

This is a people-centered role as much as a systems role. The Executive Director supports and coordinates a **multigenerational volunteer leadership team**, working respectfully with long-tenured volunteers while reinforcing modern tools, workflows, and expectations.

The Executive Director leads AACC's Operations Branch and serves on the Executive Team alongside the President (Board) and Artistic Director (Music), helping align governance, artistry, and operations.

Core Responsibilities

1. Operations and Project Management

- Coordinate AACC's Operations Team, consisting of six Triad Teams and a Logistics Team.
- Ensure projects align with organizational priorities and AACC's Six Measures of Success.
- Maintain a consistent cadence of meetings, reporting, and cross-team coordination.
- Track progress across initiatives and identify risks, delays, or capacity issues early.

2. Systems and Workflow Stewardship

- Serve as the primary administrator of AACC's project management and reporting systems (including Monday.com and shared reporting tools).
- Ensure all active work is documented, visible, and assigned to clear owners.
- Maintain dashboards and summaries that provide leadership with reliable operational visibility.
- Refine workflows, templates, and documentation as the organization learns and evolves.

3. Volunteer and Intergenerational Leadership Support

- Support and coach volunteer leaders spanning a wide range of ages, experience levels, and backgrounds.
- Facilitate respectful collaboration between newer leaders and long-tenured volunteers, honoring institutional knowledge while reinforcing modern systems.
- Reinforce accountability, recognition, and shared ownership without micromanagement or unnecessary bureaucracy.
- Partner with the Culture Triad to support morale, recognition, and volunteer sustainability.

4. Executive Team and Board Partnership

- Serve on the Executive Team, offering operational insight, coordination, and recommendations to ensure alignment between governance, artistry, and day-to-day execution.
- Prepare concise operational summaries for the Executive Team and Board of Directors.
- Surface operational risks, constraints, or system challenges clearly and constructively.

- Support the Board in translating strategic priorities into executable operational plans.
- Legal and financial signing authority remains with Board officers.

5. Planning, Evaluation, and Learning

- Coordinate the Operations Team's participation in annual retreats and cross-branch planning.
 - Support After-Action Reviews and organizational reflection to drive continuous improvement.
 - Oversee the annual operational reset, including archiving completed work and preparing systems for the next cycle.
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Who This Role Is For

This role is a strong fit for someone who:

- Is early in their nonprofit, arts administration, or project management career.
 - Wants real responsibility and leadership experience, not just task-based work.
 - Is comfortable working with and supporting volunteers, including people significantly older than themselves.
 - Can balance confidence and humility when guiding experienced community leaders.
 - Enjoys bringing structure, clarity, and momentum to people-driven work.
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What This Role Is (and Is Not)

This role is:

- A project and program management role with leadership responsibility.
- Focused on enabling and coordinating volunteer-led work.
- Designed to build transferable nonprofit leadership skills.

This role is not:

- A traditional full-time executive director role.
 - A general manager personally executing all administrative tasks.
 - A supervisory role over paid staff or contractors.
 - A legal or financial signatory role for the organization.
 - A role with guaranteed growth in hours or compensation.
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Qualifications and Experience

- Experience in nonprofit operations, arts administration, project management, or volunteer coordination (professional, internship, or equivalent).
 - Demonstrated ability to work with volunteer teams or across generations.
 - Strong organizational, communication, and facilitation skills.
 - Comfort using digital project management and collaboration tools (Monday.com or similar preferred).
 - Ability to manage multiple priorities within defined time and compensation boundaries.
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Time Commitment and Scope

This position averages **10–15 hours per week**, with seasonal fluctuations. Some evening or weekend availability is required for key meetings, performances, or events.

As AACC continues to grow, the scope of this role may evolve over time. Any future changes would be discussed collaboratively and are not implied or guaranteed.

Measures of Success (Year One)

- Volunteer teams meet regularly, document work, and submit reports consistently.
 - Project management systems are actively used and trusted.
 - Intergenerational collaboration is strong and productive.
 - Leadership transitions occur smoothly with minimal disruption.
 - The Executive Team and Board have clear, reliable operational visibility.
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Final Note to Candidates

This role offers meaningful leadership experience, visibility, and learning in a respected community arts organization. It also requires discipline, comfort working across generations, and respect for defined time and compensation limits. Candidates motivated by growth, impact, and real-world nonprofit leadership will thrive here.