

EXECUTIVE DIRECTOR: ELEVATE VOCAL ARTS

STATUS:	Full-Time
SALARY RANGE:	\$80,000 – \$90,000
BENEFITS:	Health and retirement benefits package included
START DATE:	September 1, 2026
LOCATION:	Wilmington, Delaware
RESIDENCY REQUIREMENT:	Pennsylvania-Delaware-Maryland-New Jersey region
REMOTE WORK:	Administrative work will be completed remotely. Support of programming, performances, and stakeholder meetings in Delaware and Greater Philadelphia regions will take place in person.

About Elevate Vocal Arts:

[Elevate Vocal Arts](#) is a 501 (c)(3) non-profit organization that expands creative workforce Development opportunities for individuals from historically marginalized communities to develop as professional vocal artists. We increase access to vocal arts education for youth in both solo and choral settings, while elevating vocal idioms and genres such as Spirituals, Gospel, Jazz, Hip-Hop, R&B, and Pop. We accomplish these goals through:

- School residencies: available to all PK-12 public schools in Delaware
- Summer Institute: a workforce development, stipend-based apprenticeship for emerging artists
- Bent But Not Broken: a biennial conference elevating vocal artistry of the African and Black Diaspora
- Elevation: Delaware's only all-professional, intentionally diverse vocal ensemble

Position Profile and Summary:

We seek a personable, organized, enthusiastic, and culturally aware artist to lead our organization into its next chapter. We seek someone who thrives in collaborative environments, embraces the mission of expanding access to the arts for historically marginalized communities, and brings strategic vision and operational excellence. We seek a persuasive writer and speaker who will advocate for the organization, the arts, and the creative economy.

The Executive Director oversees all day-to-day operational and managerial aspects of EVA, directly supporting the Founder and Artistic Director, and reporting proactively to the Board of Directors. The Executive Director ensures that the organization's strategic objectives are achieved through effective leadership, operational management, financial oversight, and collaboration with key stakeholders.

Duties:

- **Strategic Development and Planning:** Develop infrastructure and systems for a nascent organization; implement long-term strategic planning; monitor progress of strategic initiatives; provide regular updates to stakeholders; identify opportunities for growth, innovation, and collaboration within the vocal arts community
- **Fundraising:** Supervise fundraising efforts (grant writing, giving, special events, and capital campaigns); execute strategies to diversify income sources; maintain current donor relationships and attract new ones

- **Operations:** Oversee daily operations; develop and implement strategic plans that align with EVA's mission and values; manage EVA contracts and contractors; execute agreements and contracts; measure and evaluate impact and efficacy of programming
- **Finances:** Develop, monitor, and manage budgets; identify and cultivate additional revenue streams
- **Human Resources:** Oversee, train, mentor, and evaluate staff; foster a positive, inclusive, and collaborative culture; work with Board to ensure organizational compliance (internal and external) and promising practices in governance; coordinate and execute payroll and administer benefits

Qualifications:

- Bachelors degree in arts management, music education, or related field
- Minimum of 5 years of experience in organizational leadership, preferably within an arts or non-profit organization
- Strong understanding of the performing arts industry, with a commitment to promotion access, diversity, equity, and inclusion
- Excellent communication, negotiation, and interpersonal skills
- Proven ability to work collaboratively with a diverse team of staff, volunteers, and board members
- Passion for the mission and values of EVA, with a dedication to fostering the growth of the vocal arts community

Application:

Send letter of interest and CV to search committee chair Paul Rardin at search@elevatevocalarts.org.

Deadline:

Position is open until filled. Review of applications begins April 10.

EVA is an equal opportunity employer and is committed to fostering a diverse and inclusive workspace.