



About Chorus Austin

Chorus Austin in Austin, Texas is a non-profit community-based organization under the guidance of Artistic Director and Conductor Ryan Heller. Chorus Austin hosts a full season of six or more concerts annually, including large-scale productions by its 150-voice Symphonic Chorus and more intimate concerts by its Chamber Ensemble. This season, Chorus Austin celebrates 61 years of continuously providing the best in choral music to the Austin and Central Texas community.

Executive Director Job Description

Chorus Austin seeks a dynamic, strategic, and highly organized Executive Director to advance the organization's mission, vision, and long-term sustainability. Reporting to the Board of Directors and working in close partnership with the Artistic Director and Chorus & Production Manager, the Executive Director leads organizational development, fundraising, and day-to-day operations.

Core Competencies

- Proven success in fundraising, including major gifts, grants, sponsorships, and events.
- Ability to translate mission and vision into actionable strategies with measurable outcomes.
- Strong interpersonal and relationship-building skills with donors, board members and staff, artists, and community partners.
- Demonstrated experience managing budgets, operations, and personnel with accountability and attention to detail.
- Flexible, collaborative leadership style suited to a dynamic choral arts environment.

This role is evenly divided between **Fundraising & Development (50%)** and **Organizational Leadership & Administration (50%)**.

I. Fundraising & Development (50%)

The Executive Director serves as Chorus Austin’s chief development officer, responsible for creating and executing a comprehensive, sustainable fundraising strategy.

Strategic Development

- Partner with the Board of Directors and Development Committee to develop and implement a multi-year fundraising plan aligned with the strategic plan.
- Establish annual revenue goals in collaboration with the Treasurer and lead efforts to meet or exceed them.
- Support Board members in their fundraising responsibilities, including donor cultivation and solicitation.
- Foster a culture of philanthropy across the organization.

Donor Relations & Major Gifts

- Cultivate, solicit, and steward major donors in partnership with the Development Committee.
- Maintain strong relationships with current donors while identifying and engaging new supporters.
- Manage a portfolio of key donors and lead donor communications and meetings.

Grants & Institutional Funding

- Oversee the identification, application, and reporting processes for foundation and government grants in collaboration with the grant writer.
- Ensure timely, accurate compliance with all grant requirements.

Corporate Sponsorships

- Develop sponsorship packages and tailored engagement opportunities with relevant committees.
- Identify and secure corporate sponsors and strategic partners.

Campaigns & Development Operations

- Collaborate with the Development Committee to plan and execute fundraising campaigns and events.
- Work with the Treasurer to track, analyze, and report on fundraising performance.

II. Organizational Leadership & Administration (50%)

The Executive Director ensures effective operations, financial health, and strategic alignment across the organization.

Board Relations & Governance

- Partner with the Board and its committees to implement and refine the Strategic Plan.
- Provide regular updates on organizational performance, finances, and progress toward goals.
- Support Board and committee meetings, ensuring transparency and alignment.
- Ensure compliance with all local, state, and federal regulations in collaboration with the Board Secretary.
- Oversee required filings, licenses, and organizational policies.

Financial Management

- Collaborate with the Treasurer and Finance Committee to develop and monitor the annual budget.
- Ensure fiscal responsibility and long-term sustainability.

Staff Leadership & Human Resources

- Hire, supervise, and evaluate staff and contractors in partnership with the Governance Committee and with Board approval.
- Cultivate an inclusive, collaborative, and high-performing work environment.

Marketing & Communications

- Oversee marketing strategy to promote concerts, programs, and organizational visibility.
- Serve as final reviewer for major publications and concert materials.

Artistic & Program Support

- Partner with the Artistic Director on program planning, guest artist engagement, and production logistics.
- Support contracts, touring, recordings, and educational initiatives as needed.

Community Relations & Advocacy

- Serve as the primary external representative of Chorus Austin.
- Build relationships with community partners, media, and stakeholders.
- Partner with the Community Engagement Director to ensure the success of the Connections Choir.
- Attend Chorus Austin events and performances (often on weekends and evenings).

III. Compensation

- Salary: \$60,000 - \$75,000 per year (DOE) with a performance based bonus up to 10% of base salary.

IV. How to Apply

- For immediate consideration please send your resume and cover letter to: Search Committee via dave.anderson@chorusaustin.org Please apply by June 15, 2026.