



## Seeking Executive Director

### Position Summary

Reporting to the Board of Directors and co-leading the organization with the Artistic Director, the Executive Director is the chief administrative and operations leader of Columbia Pro Cantare. This individual will determine, oversee, and execute the strategic and operational efficiencies of administrative programs and staff. The Executive Director serves as a strategic partner with the Artistic Director to energize donors to invest in the Pro Cantare, and engage new and existing audiences, organizational partnerships, and board members. The Executive Director will work closely with the Artistic Director and the broader community to strengthen and grow the organization's impact and sustainability. This individual will passionately articulate both the benefits and needs of the organization, engaging directly in robust conversations with constituents and stakeholders.

### About the Role

Responsibility areas include:

#### Management and Administration:

- As the chief administrative and operations leader for Columbia Pro Cantare, provide executive level direction for the development and implementation of the organization's strategic goals, advancing Choral Arts' artistic vision, mission, and values.

- Ensure marketing and public relations strategies effectively promote the artistic vision, value proposition, and mission of the Pro Cantare – reaching new and diverse audiences and driving development, reach, and audience growth goals.
- Oversee the day-to-day operations, leading and managing the administrative team (development, operations, communications, patron support) including workload management, performance evaluation, and process improvement.
- Collaborate effectively with the Artistic Director to balance the organization's artistic vision with practical operational and financial considerations.

### Grant, Fundraising, and Financial Management:

- Lead the grant application process, including tracking of key grant applications dates and deadlines, maintaining strong relationships with the Pro Cantare's major foundation, and identifying new opportunities for grants.
- Collaborate with the Fundraising and Marketing Committee to execute the fundraising strategy to sustain and grow foundation, government, individual, and Board giving. Supports the Board in execution of their outreach and fundraising goals.
- Ensure effective donor stewardship practices are in place to maintain and grow donor relationships.
- Lead the development of the organization's annual operating budget, in collaboration with staff, the finance committee and board leadership, and presents to the Board of Directors for approval in June of each year.
- Ensure the effective implementation of the approved operating budget including the reporting of expenditures in accordance with accepted accounting standards.
- Maintain the sustainability of board operations by mentoring new board members, tracking board membership and terms, and overseeing board leadership elections, in close collaboration with board leadership.

- Ensure the system of financial accounting and controls are executed in accordance with standards of accounting for nonprofits/state agencies.

### **Board and Community Relations:**

1. Serve as the chief administrative liaison to the Board of Directors, working closely with the Board Chair and committees to support governance, Board development, and decision-making processes.
2. Regularly report to the Board and its committees on Choral Arts' financial status including budget reporting, receipt of financial statements, and oversight of the annual audit.
3. Regularly report to the Board and its committees on the Pro Cantare's organizational health including progress towards strategic goals, effectiveness of administrative activities (such as marketing and communications), and assessment of current risks and related mitigation activities.
4. Represent the Pro Cantare in the community and build relationships with local businesses, venue managers, arts organizations, and other relevant institutions.
5. Serve as a spokesperson for the organization, effectively communicating its mission, values, and goals to external audiences.
6. Serve as a member of the Board and its committees and attends all meetings.

### **Required Qualifications:**

- Bachelor's degree
- Demonstrated success in fundraising, including the ability to collaborate effectively with volunteers, major contributors and grantors, corporations, and donors of all levels.
- Strong financial acumen, with experience overseeing budgets and managing resources effectively.

- Proven ability to collaborate with an artistic team to ensure alignment between artistic vision and organizational priorities and resources.
- Exemplary organizational skills, including the ability to set priorities and manage limited resources.
- Self-starter, attentive to details, ability to meet deadlines and flexible.
- Excellent communication and interpersonal skills, with a talent for building relationships and engaging diverse communities.
- Strong computer skills; experience with Microsoft Office and CRM and communications platforms such as Constant Contact.
- Ability to participate in events and meetings outside of standard work week.

### Preferred Experience:

- Familiarity with the local DC arts community and established relationships with potential partners, funders, and patrons. Experience or strong affinity with the performing arts, and music in particular, preferred.
- Knowledge and experience in marketing and communications strategies, including using these strategies to grow an audience base and reach new/diverse communities.
- Advanced degree with significant years of experience in non-profit management.

### Our Benefits< Flexible Work, and Leave Plans

- Choral Arts offers a benefits package that includes health insurance with prescription drug, dental, and vision plans substantially underwritten by the organization as well as voluntary retirement plan with employer match; vacation, sick, and personal leave; and short-term and long-term disability and life insurance.
- Choral Arts has a flexible work environment and this role is hybrid eligible.

## Work Environment and Physical Requirements of the Job

The Columbia Pro Cantare is an Equal Opportunity Employer.

## How to Apply

To apply, please send a cover letter and resume to [chorus@procantare.org](mailto:chorus@procantare.org).