



## **Seeking Executive Director**

### **About the Columbia Pro Cantare**

Columbia Pro Cantare is a mixed chorus of 65 auditioned volunteer singers based in Howard County, Maryland, which seeks to present the finest choral literature in concerts of high artistic quality to a growing regional audience. It aspires to provide enriching musical experiences for musicians and non-musicians alike.

Since the Spring of 1977, the Columbia Pro Cantare has delighted Howard County and metro area audiences with its concerts of music ranging from the classics of opera, oratorio, and the concert stage to American and European folk and spiritual music. Founded by Director Frances Motyca Dawson, as a professionally trained volunteer chorus to sing nine times with the Baltimore Symphony Orchestra at its Howard County concerts and to bring high quality musical experiences to local audiences with its own independent performances, CPC has fulfilled its purpose for 50 seasons.

### **Position Opening**

Executive Director, Columbia Pro Cantare

### **Position Summary**

This position is the chief administrative and operations leader of the Columbia Pro Cantare, overseeing all administrative activities and staff and reporting to the Board of Directors. The Executive Director serves as a strategic partner with the Artistic Director to motivate donors, engage new and existing audiences, build organizational partnerships, and facilitate board support and participation. The Executive Director works closely with the Artistic Director and the community to strengthen and grow the Pro Cantare's impact and sustainability. This individual will passionately articulate both the benefits and needs of the organization, engaging directly with patrons 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 the Pro Cantare's artistic vision, mission, and values.
- Ensure marketing, public relations, and advertisement strategies effectively drive new audience growth and promote the Pro Cantare's artistic vision, value proposition, and mission.
- Oversee the day-to-day operations, leading and managing the administrative team (development, operations, communications, patron support and ticket sales).
- 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 foundations, and identifying new opportunities for grants.
- Collaborate with the Fundraising and Marketing Committee to execute the fundraising strategy to sustain and grow foundation, government, corporate, individual, and Board giving. Support 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 present 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:**

- 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.
- Regularly report to the Board on the Pro Cantare's financial status including budget reporting, receipt of financial statements, spending, and oversight of the annual audit.

- 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.
- Represent the Pro Cantare in the community and build relationships with local businesses, venue managers, arts organizations, and other relevant institutions.
- Serve as a spokesperson for the organization, effectively communicating its mission, values, and goals to external audiences.
- Serve as a member of the Board and its committees and regularly attend meetings.

#### Required Qualifications:

- Bachelor's degree
- Strong financial acumen, with experience overseeing budgets and managing resources effectively and efficiently.
- Exemplary organizational skills, including the ability to set priorities and manage limited resources.
- Demonstrate strong initiative, an attention to details, and the ability to meet deadlines.
- Excellent communication and interpersonal skills, with a talent for building relationships and engaging diverse communities.
- Strong computer skills, including experience with Microsoft Office and Customer Relationship Management (CRM) tools and platforms such as Constant Contact.
- Ability to participate in events and meetings outside of standard work week.

#### Preferred Experience:

- Familiarity with the local Maryland arts community and experience developing relationships with potential partners, funders, and patrons.
- Experience managing a non-profit organization.
- Experience or strong affinity with the performing arts, and music in particular.
- Demonstrated success in fundraising and executing grant applications, including the ability to collaborate effectively with volunteers, major contributors and grantors, corporations, and donors of all levels.
- Ability to collaborate with an artistic team to ensure alignment between artistic vision and organizational priorities and resources.

### Work Environment and Physical Requirements of the Job

The Columbia Pro Cantare is an Equal Opportunity Employer.