



Job Description: Executive Director (Part-time)

About Greenville Chorale

Founded in 1961, the Greenville Chorale is a 120-singer symphonic chorus and 501(c)(3) nonprofit based in South Carolina. As a Peace Center Resident Company, we connect and educate the Upstate community through diverse choral-orchestral music, partnerships, and outreach programs.

Position Summary

The part-time Executive Director manages day-to-day administration, donor stewardship, finance coordination, patron services, and concert logistics. This hybrid role executes Board strategies to advance the Chorale's mission.

Key Details

- **Hours:** Part-time, seasonal variation (averaging 20 hours/week).
- **Salary:** \$30,000 - \$35,000 annually, commensurate with experience.
- **Location:** Hybrid (requires functional home workspace and local travel).
- **Schedule:** Includes regular evening and weekend event commitments.
- **Reports To:** Board Chair and Executive Committee.
- **Collaborates With:** Artistic Director, Treasurer, and working committees.

Primary Responsibilities

- **Administration:** Execute strategic goals, manage operations, maintain compliance records, and handle procurement.
- **Finance:** Oversee daily transactions, vendor relations, financial deposits, and coordinate with the Treasurer.
- **Governance:** Partner with the Board on long-range planning and deliver monthly progress reports.

- **Ambassadorship:** Represent the organization at board meetings, committees, and public events.

Qualifications & Work Environment

Qualifications

- **Education:** Bachelor's degree or equivalent experience in arts, nonprofit, or business administration.
- **Experience:** 3–5 years in nonprofit management or arts administration preferred.
- **Location:** Must reside in or near Upstate South Carolina.
- **Finance:** Knowledge of nonprofit budgeting and basic bookkeeping.
- **Fundraising:** Experience with donor stewardship and constituent databases.
- **Tech Skills:** Proficient in MS Office; QuickBooks and database platform experience preferred.
- **Soft Skills:** Strong communication, collaboration, discretion, and independent project management.
- **Mission:** Strong commitment to choral music and community arts engagement.

Work Environment

- **Setup:** Hybrid role requiring a reliable home office (internet, computer, phone).
- **Expenses:** Stipend or reimbursement provided for approved business and travel costs.
- **Demands:** Frequent use of standard office technology; evening/weekend event presence.

Interested Candidates, please provide:

- Cover Letter
- Resume/ CV
- Provide contact information for 3 professional references
- Send to: application@greenvillechorale.org