PART-TIME EXECUTIVE DIRECTOR SOUGHT FOR THRIVING COMMUNITY ARTS GROUP

Guide a beloved neighborhood institution into its next era.

THE ORGANIZATION: The New York City Community Chorus (nycccha.org):

We began in 1994 with a handful of Chelsea residents who just wanted to gather and sing. As a non-audition chorus, we offered a place where anyone could sing—even if they thought they "couldn't sing." Recent membership has neared 200 singers. Our members include people from metro NY and beyond. We come from all walks of life, vary in age from our 20s to 90s, and represent multiple racial and ethnic groups. We are a non-profit and we fundraise and ask for suggested contributions to cover our finances, which includes putting on two annual concerts. We sing a wide variety of music, from jazz and rock & roll to Beethoven, from songs of the African diaspora to Broadway hits.



THE PERSON TO LEAD US:

We're looking for a unique talent who is as passionate about our mission as we are and wants to increase the sustainability, scope, and impact of our program. Our ideal candidate would be an arts management professional, but we're open to all backgrounds and related experiences, including recent graduates enthusiastic about growing their nonprofit management skills and veteran professionals, retirees and stay-at-home-parents looking for a part-time second career.

The key responsibilities are both financial and administrative: Increasing our financial base and clarifying/establishing systems so that we can move into the next stage of growth, and continue a healthy path of development from there in step with our ambitions.

The position requires fundraising ability, preferably in the arts world; grant writing; and mobilizing broader support from the community, the corporate, and foundation worlds. The Executive Director will report to and work directly with our Board of Directors. The Executive Director will work closely with the Artistic Director to facilitate the artistic and musical goals of the chorus. The remuneration package will grow as the budget and organization grows.

A VISION FOR GOING FORWARD:

Our mission is to restore singing to the daily life of the community and to create good will in the community through singing. Singing together once helped define the fabric of the community, but social fragmentation and the commercialization of music have frayed that bond. Already well-established in our northern Chelsea neighborhood, we're now in a position to expand our vision to a broader community. Two years ago we started a chorus program for incarcerated men at Rikers. A long-term vision could include offshoot choruses and having our own space. The need and desire for ordinary people to make music offers open-ended possibilities for creative thinking. Moreover, the pressures of the modern world call for our healing mission.

THE EXECUTIVE DIRECTOR POSITION:

This is a quarter-time, permanent, paid position (averaging 10-15 hours/week over the course of a year). The Executive Director reports to the NYCCC Board of Directors, provides fiscal and operational management, and works closely with the Artistic Director to facilitate the artistic and musical goals.

Our Executive Director will:

Maintain, improve and oversee foundational systems for the smooth operation of the Chorus, such as membership, volunteer and donor databases, official recordkeeping, etc..

Initiate and oversee fundraising including:

- broadening our donor base and sources of funding,
- maintaining relationships with current donors,
- keeping current with ongoing government grant schemes and schedules,
- researching and writing grants

Supervise and, with the Artistic Director, direct the Administrative Assistant. Coordinate with contracted bookkeeper.

Ensure successful completion of all tax requirements, insurance payments, and production of events, publicity and written programs. Comply with licensing, copyright issues, and other legal matters as needed.

Maintain active relationships with Chorus leadership, especially the Artistic Director, Associate Artistic Director, Board Chair and members, and Committee chairs. Welcome new members each season.

Oversee that the organization operates within budget, that the contract bookkeeper is categorizing revenue and spending correctly monthly, and provide regular reports of actuals to the Finance Committee. Assist the Board Finance Committee in finalizing the annual budget.

Maintain ongoing communication with our rehearsal and concert venues to ensure smooth rentals.

PREFERRED QUALIFICATIONS

- Minimum of 1 year of experience with nonprofit management, providing financial, operational and administrative leadership.
- Experience with fundraising, grant-writing and donor-relations.
- Experience supporting and engaging with a nonprofit Board of Directors.
- Excellent oral and written communications skills.
- Independent self-starter and team player with strong ability and desire to build and strengthen community.
- Background in and passion for the arts community. Strong interest in music and the performing arts a plus.
- Willingness and ability to work flexible hours, including some evenings and weekends as needed. Position is primarily remote with both online and in-person regular meetings with leadership and semi-annual in-person concerts in Manhattan.

Join our team to grow the NYC Community Chorus! Priority Deadline: December 10, 2026. Position will be open until filled. Submit your resume and cover letter to:
development.nycccha@gmail.com