



## About the Organization

The **Champaign-Urbana Symphony Orchestra (CUSO)** is a cornerstone of the performing arts in East Central Illinois, presenting high-quality orchestral performances and educational programming for audiences across the region. Guided by a commitment to artistic excellence, community engagement, and cultural enrichment, the orchestra brings together professional musicians, community partners, and patrons to celebrate the power of live symphonic music.

CUSO is supported by a dedicated Board of Directors, generous donors, and a passionate community. The organization seeks a dynamic and visionary **Executive Director** to help lead the next chapter of growth and community impact.

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## Position Summary

The **Executive Director** serves as the chief administrative and operational leader of the orchestra. Reporting to the Board of Directors and working in close partnership with the Music Director, the Executive Director oversees organizational management, financial sustainability, fundraising, and community engagement.

This role requires a collaborative and strategic leader who can balance artistic support with strong operational and financial management. The Executive Director will help strengthen the orchestra's visibility, expand philanthropic support, and ensure the long-term vitality of the organization.

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## Key Responsibilities

### Organizational Leadership

- Provide strategic and operational leadership for all administrative functions of the organization.
- Oversee day-to-day operations, ensuring effective staffing, systems, and organizational processes.
- Implement strategic priorities and long-term organizational goals.
- Ensure compliance with nonprofit governance and regulatory requirements.

### Board Partnership

- Work closely with the Board of Directors to advance the orchestra's mission and strategic direction.
- Prepare reports and attend Board meetings as a key advisor and partner.
- Serve as an ex-officio member of Board committees.
- Support Board development, including recruitment, orientation, and engagement of new members.

### Financial Stewardship

- Develop and manage the annual operating budget in partnership with the Board.
- Maintain strong financial oversight and transparent reporting.
- Monitor revenue, expenses, and cash flow to ensure financial stability.
- Support long-term financial planning and sustainability.

### Fundraising and Development

- Lead fundraising efforts, including donor cultivation, sponsorships, and special events.
- Build and maintain relationships with individual donors, foundations, and corporate supporters.
- Collaborate with Board members and volunteers to expand the organization's fundraising capacity.
- Identify and pursue grant opportunities, write grant proposals, and cultivate major gifts.

### Community Engagement and Public Relations

- Serve as a visible and enthusiastic ambassador for the orchestra.
- Build relationships with community organizations, cultural institutions, and business leaders.
- Promote the orchestra's mission, performances, and educational programs.
- Strengthen the orchestra's presence and reputation throughout the region.

### Strategic Growth

- Help shape and implement the orchestra's long-term strategic vision.
- Align administrative planning with artistic goals and community needs.
- Evaluate organizational performance and identify opportunities for innovation and growth.

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### Desired Qualifications

The ideal candidate will bring a passion for the arts and a demonstrated record of nonprofit leadership. Competitive candidates will typically have:

- Leadership experience in nonprofit management, arts administration, or a related field.
- Demonstrated success in fundraising and donor relationship development.
- Strong financial management and budgeting experience.
- Exceptional communication and relationship-building skills.
- Proficiency with Microsoft Word, Excel, PowerPoint, social media tools (Mailchimp or Constant Contact) and Zoom.
- Proficiency with a graphic design program, such as Adobe InDesign, is a plus.
- Creativity in marketing and social media strategies that promote concerts, special events, and prepare printed concert programs.
- Bachelor's degree required; graduate degree in arts administration, nonprofit management, or business preferred.

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### Why Join CUSO

This is an exciting opportunity to lead a respected cultural institution and help shape the future of orchestral music in the Champaign-Urbana community. The Executive Director will work alongside passionate musicians, dedicated volunteers, and engaged community supporters to expand the orchestra's artistic and community impact.

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### Application Process

Interested candidates should submit:

A resume and cover letter describing your interest and qualifications to [office@cusymphony.org](mailto:office@cusymphony.org) by April 6, 2026.

Job Type: Full-time

Pay \$65,000 - \$75,000 per year. Final salary depends on experience and skills.

Benefits:

- Flexible Schedule
- Paid Time Off
- Paid Holidays