ICO is seeking a self motivated Executive Director to join our team!

Since 1974, the Illinois Council of Orchestras (ICO) has served as the statewide advocacy and service organization for the orchestral community in Illinois. The Illinois Council of Orchestras was founded with the following mission:

- To advocate for and to promote the development and success of Illinois orchestras and to respond to their needs
- To promote an exchange of ideas and resources among members
- To provide a system of communication to meet mutual needs and concerns
- To encourage financial support for orchestras from all possible sources
- To sponsor educational conferences, workshops, and other activities for the betterment of member orchestras.

Reporting directly to the Executive Committee of the Board of Directors, the Executive Director oversees the daily activities of the organization and big-picture strategic planning. As the face of the organization, the Executive Director must be customer service oriented with a passion for ICO's mission, while also having an operations brain, being very detail oriented and organized.

The Executive Director is a part-time, hourly-wage position. The typical work week averages about 5 hours a week, however weekly workload may vary based on upcoming events. This is a fully remote position - access to a computer is a requirement.

GENERAL RESPONSIBILITIES

PROGRAM SUPPORT:

- Awards:
    - Create print materials and advertising materials for annual awards
    - Update applications each year
    - Assemble applications for the selection committee's review
    - Assist the Awards committee in arranging the presentations
- Conductor Mentoring
    - Support the Conducting Mentorship Committee by arranging meetings, advertising for the season, and assembling applications of interested mentees
    - Potentially help plan and execute future presentations done by the committee at IMEC or local colleges/high schools.
- Town Halls:
    - Assist the conference committee in the planning and execution of bi monthly town halls
    - Create Town Hall calendar and assign board members or interested outside members to lead each session
- Annual Conference:
    - Assist the conference committee in the planning and execution of the Annual Conference
    - Coordinate location, date and time of conference
    - Lead advertising efforts via email, mailed flyers, and the website
    - Monitor ticket sales

DAY TO DAY OPERATIONS

- Maintain current databases and directory of members (renewed and unrenewed)
- Lead our annual membership renewal campaign
- Create and send monthly member events newsletter
- Keep website up to date with member events, member announcements, and job postings, along with ICO events and announcements
- Maintain annual filings for organization

BOARD SUPPORT:

- Plan and execute bimonthly board meetings, including our year end annual retreat
- Plan and attend quarterly committee meetings

FINANCE & BUDGET:

- Prepare ICO's Annual Budget with Treasurer, Accountant, and President
- Making and recording all bank deposits
- Logs Bills, Payments, and Incomes into QB; and Quickbooks maintenance
- Research and preparing grants, including IAC General Operating Support grant each spring
- Assist Accountant and Treasurer prepare bimonthly financial report for board meetings

QUALIFICATIONS

- A bachelor's degree is preferred
- Previous experience at a non-profit or arts organization
- Ability to collaborate with a Board of Directors
- Advanced strategic thinking and planning coupled with ability to convey the organization's strategic future to the Board, volunteers and donors
- Strong written and oral communication skills
- Fundraising experience and strong donor relations skills preferred, but not required
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Experience and understanding of the Orchestral industry
- Awareness of web development a plus

COMPENSATION

Hourly, $20/hour with the potential for growth

START DATE: Immediately; flexible

Interested applicants should email president@ilcouncilorchestras.org with a resume and cover letter. No phone calls or hard copies, please.