

## Job Description: Executive Director of Children's Chorus of San Antonio

### Summary

The Executive Director is responsible for the overall direction and management of all aspects of the administration of the Children's Chorus of San Antonio (hereinafter referred to as "CCSA"). In fulfilling this responsibility, the Executive Director develops, implements, and monitors strategies that achieve the organizational goals, objectives, and long-range plans of CCSA. The Executive Director reports to the Board of Directors and works in partnership with the Artistic Director.

### Mission Statement

The Children's Chorus of San Antonio is dedicated to enriching and expanding the experiences of young people through choral singing and musical performance. CCSA's commitment to artistic excellence, social inclusion, and individual responsibility empowers young singers to embrace and explore a broader, more positive view of self and the world.

### Job Details and Instructions

Job Title: Executive Director of Children's Chorus of San Antonio

Supervision: CCSA Board of Directors

Job Type: Full-time position

Salary Range: \$55,000 - \$75,000 annually

Benefits: health and dental insurance; PTO

**Special Instructions to Applicants:** To assist CCSA in making the selection for this position, applications must include a personal letter of interest signed by candidate; CV/resume; and names and phone numbers of at least three professional references.

### Principal Duties and Responsibilities

#### Development and Fundraising

In coordination with the Development Officer, ensure the execution of a comprehensive strategy of financial development and support including, but not limited to:

- Individual donor campaigns
- Strategy for cultivating, securing, and sustaining corporate sponsorships including, but not limited to, season and concert sponsorships, project-related sponsorships
- Corporate, foundation, and government grant proposals, requests, and reports
- Materials to support development efforts
- Committees and task forces to implement fundraising projects
- Sources of contributed income: individuals, corporations, foundations/grants

#### Marketing

Develop and implement a comprehensive strategy to market CCSA, its affiliated groups, and their programs:

- Oversee development and implementation of a comprehensive marketing plan, including digital media, press releases, advertising, calendar listings, print collateral, public service announcements, and media appearances
- Use education outreach programs in coordination with the Artistic Director and Development Officer to increase awareness of CCSA by corporations, grant sources, and the general public
- Oversee sales of tickets and subscriptions with the goal of expanding audiences

## Community Relations

Develop and implement a comprehensive strategy to represent CCSA within the community:

- Develop an ongoing relationship with peers in the community
- Represent CCSA at community functions and through active participation in peer organizations
- Act as spokesperson for CCSA to the media, government agencies, corporate community, foundations, funding entities, and the school community

## Financial Management

Prepare budgets and manage financial operations in accordance with approved budget and governmental regulations:

- Work closely with the treasurer on annual budget preparation, monthly projections, annual audit, and anticipation of potential problems
  - Determine, with Artistic Director, programming and administrative costs
  - Determine with Development Officer, annual projections for all funding streams
- Monitor expenses to budget line items; maintain variance analysis; and coordinate proper expense allocations with bookkeeper
- Comply with all local, state, and federal tax regulations and coordinate with bookkeeper on timely preparation of reports as needed

## Planning

Oversee short- and long-range planning; engage Board and staff in periodic planning sessions:

- In conjunction with the Artistic Director, Development Officer, and Board of Directors, prepare the strategic plans and strategies for implementation
- With the Board, evaluate progress toward goals on a regular basis

## Board of Directors

Work with the Board of Directors and its officers to help fulfill their oversight and fiduciary responsibilities:

- Attend all meetings of the full Board; participate as ex officio member of all board committees
- Assist the President in developing and processing agendas for the executive committee and board meetings
- Prepare written reports for presentation to the Board
- Assist in identifying and attracting potential new board members
- Offer prompt and thoughtful responses to requests for information

## Staffing

Hire, train, and supervise support staff as needed/approved to achieve the organization's goals and objectives:

- Create and maintain job descriptions for all approved positions
- Hire staff to fill position openings
- Develop and maintain an ongoing Internship program to support program, office, and operations
- Monitor performance against objectives, taking corrective action as needed; perform annual evaluations
- Create all human resources policies, practices, and procedures and ensure that they comply with state and federal employment laws and regulations
- Create an administrative structure and decision-making mechanisms that promote a productive working atmosphere and effective staff relations

## Required Experience, Knowledge, Skills, and Abilities

- Successful completion of bachelor's degree, plus a minimum of five years leadership experience in an arts-related leadership position

- Demonstrates all the professional qualities and characteristics of a highly-skilled leader
- Exceptional organizational, leadership, and communication skills, both written and verbal
- Proven history of working collaboratively with administrative and artistic staff; openness to the ideas of others; ability to inspire respect and creativity
- Ability to motivate and elicit the best efforts of staff and Board; accessible and approachable
- Successful experience in long-range strategic planning; sensitive to deadlines; strategic thinker; effective decision maker; builds consensus and unifies goals
- Enthusiastic commitment to the mission of the organization
- Awareness of the role of the organization in a changing society

### **Application Information**

- Submit applications online through Indeed: [https://www.indeedjobs.com/childrens-chorus-of-san-antonio/\\_hl/en\\_US?cpref=JXWAtnzf3XW5aRnY2g\\_zos\\_1WAXHb5RLkrSyF5sesuU](https://www.indeedjobs.com/childrens-chorus-of-san-antonio/_hl/en_US?cpref=JXWAtnzf3XW5aRnY2g_zos_1WAXHb5RLkrSyF5sesuU)