



## **Executive Director Job Description**

**The mission of The Mississippi Chorus organization is to impact the lives of Mississippians with the transformative power of great choral music through performances, workshops, community outreach, and education.**

The Executive Director works for and reports to The Chorus Board of Directors and is responsible for the overall direction and management of all aspects of the administration of The Chorus. The Executive Director works in partnership with the Artistic Director, and other staff as appropriate, and the Board of Directors to fulfill the mission of The Mississippi Chorus.

### **Principal Duties and Responsibilities**

#### **Board of Directors**

- Attend all meetings of the Executive Committee and full board.
- Assist the Board of Directors Chairperson to set agendas for all Executive Committee and Board meetings.
- Prepare written reports for presentation to the Executive Committee and board meetings, as appropriate.
- Develop strategy and processes for recruiting new members to the Board of Directors.
- Assist in identifying and attracting potential new board members.

#### **Assist the Board of Directors with Financial Strategies and Fundraising**

- Plan and oversee the individual donor campaign including follow up acknowledgment.
- Oversee management of Donor Database – maintaining donor records in our online database; coordinate with the treasurer to establish a process for maintaining/updating donor information.
- Develop the strategy for cultivating, securing, and sustaining corporate sponsorships.
- Secure concert sponsorships for the upcoming season.
- Prepare foundation and government grant requests and reports.
- Oversee and support committees established to plan and implement fundraising projects.
- Identify and pursue new sources of contributed income – individuals, corporations, foundations/grants.

### **Community Relations**

- Develop an ongoing relationship with arts peers in the community.
- Represent The Chorus at community functions.
- In concert with the Artistic Director and others as appropriate, act as a spokesperson for The Chorus to the media, government agencies, corporate community, foundations, funders, and the school community.

### **Financial Management**

- Assist the Board of Directors Chair and Treasurer in the preparation of grants, budgets and manage financial operations under approved budget and governmental regulations.
- Coordinate with the Artistic Director, Board of Directors Chairman, and Treasurer to prepare budget for approval, monitor monthly projections, and anticipate potential challenges with monthly finances.
- Research grant sources and make applications.
- Determine, with the Artistic Director, upcoming season's administrative costs (including concert-associated fees.)
- Review with the treasurer a budget overview and variance analysis for presentation to the board meetings.
- Monitor expenses to budget line items; coordinate proper expenses allocations with treasurer.

### **Marketing**

- Develop and implement a comprehensive strategy to market The Chorus, its affiliated groups, and their programs throughout the market area.
- Develop a strategy for sales of tickets and subscriptions with the Board of Directors Chair and designees, with the goal of increasing ticket sales and subscription base.
- Develop and implement a comprehensive marketing plan with Social Media volunteer (or committee) including website, social media, press releases, advertising, calendar listings, brochures/postcards, public service announcements, radio broadcasts, and cross-marketing where appropriate.
- Work with the Artistic Director and appropriate staff or volunteers to oversee the weekly communication vehicle to The Chorus members.
- Implement and monitor the progress of each concert's marketing plan and post-concert evaluation.
- Use education outreach programs to increase awareness of The Chorus by corporations, grant sources, and the general public.

## **Planning**

- Oversee short- and long-range planning; engage board and staff in periodic planning sessions in conjunction with the Artistic Director, Board of Directors Chair, and Executive Committee, to prepare the upcoming season's strategic plans and develop strategies for implementation.
- Review the timeline and execute tasks as appropriate.
- Work with the board regularly to evaluate progress toward goals  
The Chorus.
- Oversee Chorus leadership (Section Reps, Chorus Secretary, Staging Manager, Hospitality Committee, etc.) in implementation of the registration process, concert staging preparation, social initiatives, reception planning, and other matters that come before The Chorus Leadership and Section Representatives.

## **Reporting Relationships**

The Executive Director works with the Artistic Director and reports to the Board of Directors as do the Artistic Director, Collaborative Pianists, Assistant Conductor, and section leaders.

## **Qualifications**

Philosophical belief in The Chorus' mission, willingness and ability to help plan and support the kind of creative experiences called for by the mission statement; leadership skills particularly in the areas of planning, organizing, managing, and delegating the many and varied tasks required to fulfill the role of an executive director.

To apply, send a cover letter and your resume to [boardchair@mschorus.org](mailto:boardchair@mschorus.org). We are looking to fill this position by **April 30, 2020**.

The Mississippi Chorus is an Equal Opportunity Employer