

Kalamazoo Junior Symphony Orchestras Executive Director Job Posting

KJSO Mission: *Through the power of music, we instill excellence in youth and enrich our community.*

The Kalamazoo Junior Symphony Orchestras is one of the oldest youth orchestra organizations in the United States, and comprises a namesake full symphony orchestra, as well as several tiers of younger preparatory ensembles. Please visit our website to learn more about the KJSOs and what we do: www.kjsso.org

Summary of Position:

We are seeking an experienced, enthusiastic, collaborative, detail-oriented, and visionary Executive Director. The ED, who reports to the KJSOs Board of Directors, is responsible for leading the organization's overall strategic direction, as well as its administration and fundraising. We hope to engage an Executive Director who can help us build on the organization's current success while envisioning how we can become an ever more vital part of our community.

Requirements:

- A Bachelor's degree
- A knowledge of and passion for music, particularly orchestral
- At least 5 years of relevant work experience in arts administration
- Software: QuickBooks, Adobe, Microsoft, Google

Responsibilities:

- Lead KJSOs strategic planning including evolution of existing and new programs.
- Help guide recruitment, retention, diversity, and inclusion efforts.
- Identification and cultivation of donors and manage the patron base.
- Manage administrative staff and their workloads; collaborate with artistic staff for a unified vision for the organization.
- Leads all aspects of fund development.
- Establish a leadership role in the community at large.

Board of Directors

- Lead and utilize the Board through open, timely and effective communication.
- Attend all Board and Committee meetings and provide materials as required.
- Prepare and present reports for each Board and Committee meetings as required.
- Assist with the identification and recruitment of qualified candidates for Board positions.

Fundraising and Finance

- Maintain a donor database and manage all stages of annual Fund campaign and special fundraising activities.

- Lead fund-raising activities, including annual fund drive, corporate sponsorships, special events and planned giving program.
- Responsible for the submission of all grant applications and reports.
- Seek new sources of funding.
- In collaboration with the Board Treasurer, and the KJSO accounting firm, ensure that accurate books of accounts are maintained as directed.
- Prepare and submit for approval an annual operating budget, and any special budgets.
- Assure the financial records are organized and complete.

Planning

Review and implements current and long range administrative and personnel plans to ensure the organization is effectively structured and staffed.

Administrative

- Facilitate the reservation of facilities, schedule auditions with Artistic Staff and Operations Director.
- Hire sectional and chamber music coaches with Artistic Staff.
- Act as the primary contact for all KJSO constituents.
- Recruit and manage parent volunteer base.
- Administer all KJSO scholarship programs.
- Ensure accuracy and timeliness of KJSO.ORG website.
- Develop and implement a marketing and promotional plan.
- Cultivate media contacts and relationships.
- Manage all tour Activities, including quadrennial international tours.
- Maintain KJSO office, including all files and materials in office.

Compensation:

Annual compensation between \$45,000 and \$52,000 depending on qualifications.

Medical/dental benefits, paid time off (PTO) and paid holidays included. Expectation to live in the Kalamazoo area.

To Apply:

Cover letter and resume should be sent to Jobs@KJSO.org.

Materials due by November 15, 2022 for initial consideration.