



## **Executive Director**

The Executive Director reports to the Board of Directors, works with the Artistic Director and Finance officer. Is the direct report for the Operational Director and indirect supervisor for the librarian, personnel manager, equipment manager and lights/sound technician.

### **Essential duties and responsibilities**

Executive Director is responsible for overall day-to-day management of the Symphony's administrative, marketing, public relations

Executive Director must exercise independent judgment and discretion in performing these duties and is subject only to the general supervision by Board.

Maintain working knowledge of collective bargaining agreement.

Maintain a positive working relationship with the orchestra.

Sure as Manager on Duty for all GGFSO events

All other duties as assigned

### **General Administrative Duties**

- Develop and implement systems and procedures that ensure organized, efficient and effective operations with maximum utilization of available resources while meeting employer responsibilities in compliance with local, state and federal laws.
- Track system and technology trends and tools relative to organization and market needs.  
Marketing:
- Research, develop and implement marketing plans for organization; including overall branding, season ticket campaigns, single ticket sales, and special events. Work with special event and special project committees in research, development and implementation of project specific campaigns.
- Oversee ticket sale operations including new technologies and systems research, development and distribution.
- Actively promote Orchestra and Music Director locally, regionally and beyond.
- Build and maintain collaborative projects and relationships with other arts organizations, government agencies, and other related – direct and indirect – community organizations and individuals.

### **Public Relations:**

- Develop and manage appropriate, effective advertising and collateral materials (program books, television spots, print ads, brochures, tickets, posters, website, etc.)
- Collaborate with Operations Director and the Artistic Director to implement marketing plans

- Develop flyers for Young Artist Competition
- Manage all phases of Young Artist Competition. Including Hire judges; Send out materials to high schools/colleges/piano teachers on YAC; Provide payment and honorariums to judges and winners
- Develop and maintain effective relationships with local and regional media contacts to maximize editorial and broadcast exposure opportunities.

#### **Administrative Board :**

- Represent organization while also supporting the Music Director's and Board of Directors' community presence.
- Assist and support Board with strategic planning.
- Assist and support Board with development and implementation of fundraising campaigns.
- Research, monitor and report to Board and staff on relevant industry and market trends and events.
- Attend relevant non-profit and industry related workshops, seminars, classes and conferences to increase skills, knowledge and insight for the benefit of the organization.
- Concert/Special Events Production:
- Support Artistic Director, Operations Director, and Committees with the planning, production and logistics of concerts and special events.
- With Artistic Director and Operations Director, prepare and submit proposed yearly operating budgets to Finance Committee and Board.
- Authorize and monitor expenditures in accordance with approved budget.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Advise the Board of Directors through a verbal or written report to the Board and participation at Board meetings.
- Attend all Board and Executive Committee meetings. Strive to attend as many other committee meetings as possible.
- With the Nominating Committee, help to identify and recruit qualified candidates for Board membership; assist with new member orientation.
- Encourage Board participation in achieving organizational objectives.
- With Artistic Director, research and recommend to the Board appropriate education initiatives. Implement those initiatives as appropriate.
- With Artistic Director and appropriate Committees/Complementary groups (Symphony Guild, Outreach Committee, etc.), implement, support and maintain education programs based on available resources (financial, time, volunteers, etc.).
- Schedule and book rooms for board meeting
- Prepare materials for all board meetings
- Submit to State 501c 3 status forms

#### **Development:**

- Develop, maintain and manage positive, effective customer service. Correspond with donors regularly through:
  1. Thank you letters
  2. Summer solicitation
  3. Year end solicitation
- Provide effective, active support to Board of Directors' fundraising efforts as resources allow.
- Prepare and submit grant applications and reports to foundations, corporations, and government agencies.
- Develop, implement and maintain effective donor/investor communication plans and database.
- Research and pursue new funding opportunities; pass research findings to related Board committees or volunteers as appropriate.
- Oversee and upgrade as needed donor data systems and processes.
- Develop program marketing plan and sell ads for season program

**Salary:**

\$12,000 annual salary – negotiable based on experience. Office is a virtual office but telephone, email and mass media responsibility will be shared between Executive and Operational Directors. This is a part time position and does not include benefits.

**To apply send resume, cover letter and references to:**

GGFSO \* Box 5302 \* Grand Forks, ND 58206

or email

[GGFSO@GGFSO.ORG](mailto:GGFSO@GGFSO.ORG)