



Executive Director Job Description

The Executive Director is the key management leader of Chamber Music Amarillo. Primary responsibilities include development and fundraising, community engagement, public relations and strategic planning. The Executive Director will work closely with the Artistic Director on the artistic objectives of the organization. The Executive Director has general oversight of the daily operations of Chamber Music Amarillo, working closely with other staff members, such as Operations Assistant, Concert Manager, and Interns. The position reports directly to the Board of Directors. Chamber Music Amarillo is a 501 (c) (3) nonprofit organization.

Responsibilities include but are not limited to management of the following functions of the organization, which are prioritized as follows:

ESSENTIAL JOB FUNCTIONS

1. Budget, Development and Fundraising

- Co-create annual budget with Artistic Director and Finance Committee to propose to the Board of Directors
- Co-develop annual fundraising plan and strategies with Advancement Committee; oversee implementation of plan
- Co-create corporate development strategies with Advancement Committee; oversee implementation
- Co-create individual development strategies with Advancement Committee; oversee implementation
- Develop and maintain relationships with major donors
- Manage grant and foundation proposals and relationships
- Supervise and support stewardship and recognition events
- Manage donor records and appropriate correspondence, ensuring privacy and confidentiality

2. Marketing and Public Relations

- Act as spokesperson for the organization in the community in conjunction with the Artistic Director and Board of Directors
- Oversee development and implementation of annual marketing plan for concert promotion (season brochures, e-communications, postcards, posters, newsletters) and for traditional and social media advertising
- Oversee public relation campaigns



- Develop and implement plan for keeping website and social media (i.e. Facebook, Instagram, etc.) up-to-date
- Supervise marketing and communications interns

3. Outreach and Education Programs

- Co-develop educational programs with Artistic Director and Outreach/Education Committee

4. General Oversight of Daily Operations

- Work with staff and Board of Directors to establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit; review annually
- Work with Personnel Commitment to implement the hiring and retention of competent, qualified staff.
- Sign all notes, agreements, and other instruments made and entered into and on behalf of the organization.

GENERAL JOB FUNCTIONS

Board Relations

- Provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions, including accurate financial documents that reflect the financial condition of the organization
- Work with Artistic Director, Operations Manager and committees to draft policies and procedures for the approval of the Board; review annually
- Participate in the creation of and maintenance of Strategic Plan

Office Management and Administration

- Meet on a regular basis (at least weekly) with office staff

Professional Development

- Attend meetings and seminars related to the Development and Public Relations position to keep current with local and national practices/issues
- Maintain membership in a professional organization, such as Chamber Music America



- Attend at least one development, marketing or chamber music-related conference a year, contingent upon budget

Required Qualifications

- 4 year collegiate level undergraduate degree or higher, or job experience commensurate with education
- Experience in fundraising, development, public relations and marketing, especially as relates to the nonprofit sector
- Experience working with business productivity software including QuickBooks, Microsoft Office
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Excellent communication skills, oral and written
- Excellent public relations skills
- Demonstrated ability to oversee and collaborate with staff

Preferred Qualifications

- All of the above plus professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects, resulting in measurable successes and program growth
- Commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supports
- Strong organizational skills
- Customer/donor focus
- Personal qualities of integrity, credibility, and commitment to and for Chamber Music Amarillo's mission

Compensation—Competitive salary for an organization its size and location. Paid time off and holidays.