

Executive Director

WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. In addition to the professional orchestra, Boise Phil programming also includes the Boise Phil Master Chorale, education & community engagement programs, a Digital Stage, and two Boise Phil Youth Orchestras.

Please visit our website to learn more about who we are: <https://boisephil.org/about/whoweare/>

ABOUT THE ROLE

Reporting to the Board of Directors through the board president and partnering with the Music Director, the Executive Director will provide strategic leadership, champion a positive culture, support the Phil's dynamic programming, and oversee services and operations. The Executive Director will monitor and manage the organization's financial health as well as oversee all contracts with artists, unions, vendors, and other entities.

The Executive Director will play a critical leadership role to foster an inclusive workplace that not only values and is responsive to the diversity of staff and the audiences it serves, but elevates all voices and identities across its work internally and with external partners.

This position requires exceptional drive, passion, organization and time-management skills, a track-record of achieving excellence, proven success in management and fundraising, and the ability to oversee the day-to-day operations of a growing organization.

REPORTING RELATIONSHIPS

Reports to: Board of Directors through the Board President

Supervises: Administrative staff, BPYO and BPMC music directors (administrative), contractors, volunteers, and orchestra musicians (administrative)

KEY RESPONSIBILITIES

The Executive Director's duties and responsibilities include, but are not limited to, the following:

Strategic Vision and Leadership

- Establish the organization's strategic direction and maintain financial accountability and responsibility in partnership with the Music Director, Senior Management Team, and Board of Directors.
- Demonstrate a collaborative leadership style with the Music Director that encourages artistic innovation and fiscal responsibility.
- Prioritize equity, diversity, and inclusion to ensure an organizational culture that respects different perspectives and nurtures an environment of empowerment at all levels.
- Support ongoing relationships and manage contract negotiations with significant partners, including but not limited to the American Federation of Musicians and local chapter 423.

- Ensure Boise Phil offers a welcoming and inviting environment for the Treasure Valley community

Administrative and Operational Management

- Continue to grow a positive culture and work environment through day-to-day management and supervision of staff, musicians, and volunteers that supports a cohesive, creative, and inclusive work environment. This is accomplished by evaluating performance goals and objectives, encouraging the team's creativity and professional development, and creating and supporting employee engagement, satisfaction, and a high level of professional performance.
- Mentor staff by providing opportunities for professional development and growth.
- Establish a robust human resources management process that includes annual revisions of personnel job descriptions and compensation, performance reviews, and updates of the employee policy manual.

Board Governance

- Establish a strong working relationship with the board of directors in financial, programmatic, service, and performance activities, encouraging all members to participate actively and facilitating their involvement beyond board meetings.
- Collaborate with board leadership to develop and maintain trusting and transparent relationships with the board, engaging and informing them through goal setting and the use of metrics to report on outcomes.
- Provide the board with appropriate materials prior to each meeting and inform board members of organizational challenges, successes, and issues in the field that need to be addressed.
- Oversee the timely preparation of the annual budget in consultation with the board of directors, treasurer, and senior staff.
- Identify, cultivate, and recruit new board members whose talents, background, interests, experience, and commitment will further the mission and expand support, in collaboration with the board of directors.

Fiscal Responsibility and Oversight

- Demonstrate solid fiscal and business acumen and ensure the highest levels of financial accountability.
- Control expenditures, in collaboration with the VP of Finance, while maintaining the quality of the work, achievement of the mission, and reputation of Boise Phil.
- Manage financial reporting systems to ensure that all staff have the data they need to manage individual budgets.
- Provide analysis, develop earned and contributed revenue forecasting models and scenario plans, and make recommendations to support decision making about Boise Phil's finances.
- Lead the development and management of organizational budgets and implement internal controls to ensure Boise Phil's operational and fiscal integrity.

Contributed and Earned Revenue Enhancement

- Establish annual and long-term goals for earned and contributed revenue that ensure the sustainability of Boise Phil.
- Cultivate and nurture relationships with individual donors, potential corporate sponsors, foundations, trustees, and other funders, in collaboration with the Music Director and Development Department, to support increased contributed revenue.
- Enhance and guide a marketing and communication strategy that highlights Boise Phil's mission and maximizes earned revenue opportunities.

Public Engagement and Relationship Management

- Serve as a knowledgeable and passionate external ambassador for Boise Phil, building trust and credibility with audiences, stakeholders, elected officials, the business community, media, and funders.
- Demonstrate exceptional relationship management expertise that builds strong partnerships with individuals and organizations to enhance Boise Phil's reputation and resources.
- Build and nurture mutually beneficial relationships between Boise Phil and Idaho's dynamic multicultural communities.
- Elevate Boise Phil's reputation as an innovative and welcoming performing arts organization through ambassadorship, attendance at community events, and promotion of its high-quality and diverse programming.

CANDIDATE PROFILE

The Executive Director will be a decisive and self-confident leader, able to communicate clearly and effectively with all people internally and externally. This individual will think strategically and innovatively in approaching problem solving. With a collaborative and approachable demeanor, the Executive Director will create a high-performance culture of enthusiasm, inclusivity and trust throughout the organization.

Other key competencies include:

- **Personal Accountability** – The ability to self-evaluate and take responsibility for actions and results while recognizing mistakes and accepting feedback.
- **Teamwork and Diplomacy** – The capability to cooperate with others in working towards building consensus, respect team members and their perspectives, and effectively and tactfully handle difficult situations.
- **Planning, Organizing, and Time and Priority Management** – The dexterity to prioritize and complete tasks within specified time frames, using logical and practical approaches to establish courses of action and ensure work is completed effectively.
- **Leadership and Resiliency** – The capacity to inspire people and create a sense of purpose, quickly recovering from challenges and remaining optimistic in light of adversity.

COMPENSATION

The annual salary for this full-time, exempt position is \$90,000 - \$100,000 per year and includes a health, dental and vision package with an HSA plan, and retirement plan (employees are eligible for

organization match after 1 year of employment), as well as paid holidays, vacation and personal time off.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to searchcommittee@boisephil.org. The deadline to apply is March 31, 2022.

COVID-19 HEALTH & SAFETY REQUIREMENTS

Boise Phil has implemented a mandatory COVID vaccination policy, which requires employees to be fully vaccinated against COVID to perform work for the company beginning October 11, 2021. Within 24 hours of accepting an offer of employment with Boise Phil, individuals must either submit proof of being fully vaccinated against COVID or submit a medical or religious exemption from the vaccination policy. If proof of vaccination is not provided and a request for an exemption is either not submitted or not granted, the offer of employment will be withdrawn. Individuals receiving an offer of employment from Boise Phil will be provided the full text of the vaccination policy.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.