

EXECUTIVE DIRECTOR, LA JOLLA SYMPHONY & CHORUS (LJS&C)

The La Jolla Symphony & Chorus (LJS&C) seeks an Executive Director to manage all operations of the organization. The Executive Director is responsible for managing the personnel and financial resources of the organization and for implementing the policies set by its Board of Directors. The Executive Director serves as the Chief Operating Officer of the organization and reports to the Board of Directors. The annual budget of the organization is ca. \$600,000.

JOB DUTIES AND RESPONSIBILITIES

Planning

Assist and participate in the development and implementation of strategic planning for the LJS&C that supports the artistic, financial, and public relations objectives of the organization. Develop an annual master calendar, including concerts, Young Artists Competition, broadcasts, and other special and audience development events.

Board of Directors

Advise the Board; serve as *ex officio* member of the Board and all its committees; help identify and recruit new board members; and communicate artistic and financial developments and scheduled meeting times and places to the Board.

Fundraising and Development/External Relations

Assist Board in fundraising activities, including holiday annual fund drive; corporate and individual sponsorships; special events; endowment campaigns; Young Artist Competition; planned giving program; and identification, cultivation, and solicitation of donors. Oversee submission of grant applications and reports to foundations, corporations, and government agencies.

Concert Production

Negotiate and execute contracts for all guest artists. Negotiate and execute concert hall leases and rent. Secure required equipment, instruments, licenses, and permits. Arrange for transportation and accommodations for musicians and equipment. Ensure staffing for rehearsals and concerts. Attend concerts and make announcements as required. Organize and host concert receptions and other events.

Marketing and Promotion

Develop and implement a marketing plan for subscription and single ticket campaigns. Oversee ticket sales operations. Maintain relationship with media contacts; generate feature stories in print and broadcast media about the organization. Manage all activity related to design and print production. Oversee website maintenance and brand identity. Coordinate the proofing, editing, and writing of promotional materials from inception to delivery.

Finance

Monitor and manage cash flow, accounts payable, and accounts receivable in order to ensure sufficient funds are available to support operating expenses, timely payment of invoices, and timely collection of funds owed the organization. Prepare and submit for

approval annual operating budgets. Monitor and authorize expenditures. Provide documentation and support for the preparation of the annual audit. Ensure grant funds are spent in accordance with grant guidelines.

General Administration

Maintain the business office of the organization, including purchase of equipment and supplies; correspondence; legal documents; and insurance. Recruit, select, and supervise administrative staff and contracted ensemble managers. Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws. Maintain all personnel and payroll records. Develop and maintain the organization's policy and procedure manual.

QUALIFICATIONS:

- At least 5-10 years administrative experience, preferably with an arts organization
- Exceptional organizational and financial management skills
- Excellent communications skills
- Marketing experience
- Donor cultivation and fundraising experience, preferred
- Grant-writing experience, preferred

SALARY AND BENEFITS:

- Salary: Commensurate with experience, not to exceed \$75,000 per year
- Health insurance
- Retirement: The LJS&C is in the process of creating a retirement plan that will take effect beginning in FY 2019-2020.

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