



POSITION ANNOUNCEMENT

Job Title: Associate Executive Director

Reports to: Executive & Artistic Director

Job Summary: The Associate Executive Director is a hands-on senior leadership role that contributes to the executive and strategic activities of the Symphony. As part of a cross-functional team, the Associate Executive Director continually advances the Symphony's core commitment to innovative programming, community relevancy, and excellence across all activities.

Responsibilities include:

Executive

- With the Finance Director, develop and manage the annual organization budget to maintain the fiscal health of the organization.
- Assist the Executive & Artistic Director with engaging and recruiting a strong, active Board that assists Berkeley Symphony in fulfilling its mission.
- Prepare necessary documents and reports for Board meetings; represent staff at Board meetings.
- Take an active role in Board committee recruitment, meetings, and correspondence; represent staff to committees.
- Assist the Executive & Artistic Director in setting artistic and administrative policies; contribute to long-range strategic visioning; prepare budget projections as needed.
- With the Executive & Artistic Director, schedule the Symphony's concert series and run-out events; manage relationships with venues and presenting partners.
- Uphold the Symphony's commitment to excellence in all relationships with VIP stakeholders and guest artists.
- Provide leadership to the staff, promoting staff development activities that upgrade employee skills and motivate performance while allowing for independence and growth.
- Cultivate internal and external contacts to optimize fundraising efforts and community engagement; represent Berkeley Symphony at civic and cultural events.
- Perform other duties as assigned by the Executive & Artistic Director.

Strategic

- With the Director of Advancement, implement an overall fundraising program including a major individual gifts program, annual fund, foundation and government grants, corporate sponsorships and gifts, planned giving, membership, and special events.
- With the Executive & Artistic Director, set appropriate goals and supervise all phases of the Annual Fund campaign: solicitation and acknowledgement, maintenance of records, and establishment and disclosure within IRS guidelines of donor benefits.

- Oversee Berkeley Symphony's fundraising events and campaigns: create and manage budgets, produce all event/campaign materials, organize staff and volunteers, and evaluate success.
- Work with the Director of Advancement to approve PR messaging.
- Work closely with trustees, Executive & Artistic Director, and Director of Advancement to fulfill annual and long-term fundraising goals; cultivate new prospects and funding opportunities.

Qualifications:

- Minimum five years of highly related experience in nonprofit arts
- Up-to-date grasp of nonprofit arts development and marketing trends
- Significant staff supervisory experience
- Minimum Bachelor's degree required
- Personable, energetic and appealing personality
- Good sense of humor
- Sensitivity to donor concerns, and ability to engage and interact with diverse individuals
- Outstanding verbal and written communication skills
- Excellent organization skills with strong attention to detail
- Ability to work evenings and weekends as necessary
- Enthusiasm for classical music
- Proficiency in Microsoft Office and Google applications; experience with Theatre Manager or similar database desired
- Ability to provide own transportation and transport materials and supplies for events
- Ability to lift up to 42 lbs. on occasion

Compensation: Salary commensurate with experience, plus benefits.

To apply: Email cover letter, resume, and references to jobs@berkeleysymphony.org. This position is open until filled.

About Berkeley Symphony: The mission of Berkeley Symphony is to champion symphonic music as a living art form – creating live performances and educational programs that engage the intellect, spark the curiosity, and delight the spirit. Berkeley Symphony's commitment to innovative programming is exemplified by its longstanding dedication to commissioning and premiering works by today's most exciting composers, to performing 20th- and 21st-century scores, and to presenting revealing performances of the traditional orchestral repertoire with a strict eye to innovation, community, and excellence.

Equal Employment Opportunity Policy: Berkeley Symphony believes that all persons are entitled to equal employment opportunity, and does not discriminate against qualified employees or applicants on the basis of race, color, religion, gender, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or any other characteristic protected by state or federal law. In addition, it is Berkeley Symphony's policy to provide an environment that is free of unlawful harassment of any kind, including but not limited to that which is related to sex, age, or race.