

## JOB DESCRIPTION

**Position:** Executive Director

**Overseen by:** Board of Directors

**Manages:** Orchestra Manager (OM) (with Artistic Director), Event Producer, NOTES Program Lead



**Time commitment:** 30-35 hours per week

**Salary:** \$54,000 – \$64,000 a year

**Benefits:** Flexible schedule, unlimited PTO, cell phone plan covered, professional development.

**The NVYS Executive Director** is responsible for overall day to day operations of NVYS, including oversight of NVYS finances, grant writing/reporting, communications, marketing and logistics. The Executive Director influences and charts the direction of the organization, working closely with the Artistic Director (AD), serving as the administrative/community face of the organization, bringing together all facets of NVYS (artistic, board, parents, students, funders and donors) to work together collaboratively.

The Executive Director is overseen by the NVYS Board of Directors and works closely with the board to assure fiscal health of the organization. They also work closely with the Artistic Director/Conductor (AD) and Orchestra Manager (OM) on family events, student retreat and tours, program logistics, communications and marketing of events.

## Job Responsibilities

### Financial Oversight

- Along with the NVYS Board, create and oversee annual budget, assuring NVYS fiscal health and long-term stability
- Work with AD to build an annual artistic budget

### Fundraising & Development

- Provide marketing and administrative support for online holiday wine auction, working closely with the committee
- Identify new grant and funding opportunities
- Maintain positive relationships with grantors and funders, elevating NVYS visibility and reputation in the community
- Write annual grants and reports, tracking and adhering to key due dates
- Create annual State of Organization report to be share with funders and stakeholders
- Coordinate annual raffle fundraiser with help of OM
- Oversee and work closely with Event Producer, AD, OM and NVYS board to create an annual Spring Gala
- Identify, implement, create and maintain a dynamic donor database using donor base software
- Coordinate annual end -of-year giving campaign to include the Napa Valley GiveGuide

### **Event & Program Logistics**

- Oversee and coordinate all front of house logistics for concerts
- Coordinate all logistics for Camp Cazadero Retreat, co-creating the camp schedule and activities with the AD and OM
- Schedule biennial domestic and international tour with AD's input, and coordinate all tour logistics with tour company, and serve as point person on tour.
- Coordinate all logistics for annual BottleRock performance
- Oversee and coordinate the annual family BBQ

### **Communications**

- Create a bi-weekly newsletter to keep NVYS families and staff informed about all NVYS activities
- Serve as the communication hub and the face of the organization, spearheading parent meetings, tour meetings and staff meetings
- Develop and oversee concert program creation and design, managing all ads, ad sales and concerts in conjunction with Orchestra Manager.
- Develop and maintain relationships with community arts partners, including private and public school music teachers
- Promote events and the organization via social media campaigns (i.e. Facebook and Instagram)

### **Season and Strategic Planning**

- Adopt, support and drive 5-year strategic plan along with AD and Board
- Map-out season events and programs with AD and OM, outlining timelines, goals and milestones

### **Equity, Diversity and Inclusion**

- Support and lead EDI 3-year initiative funded by League of American Orchestra
- Work with EDI consultants to implement established EDI plan
- Oversee and lead monthly EDI committee meetings, driving organizational EDI goals

### **Community Outreach and Development**

- Oversee program management and long-term planning of NOTES Beginning Orchestra pilot program (el sistema-like program in collaboration with Boys and Girls Club and of Napa Valley and the NOTES Foundation)
- Hire and manage NOTES program lead and coaches, tracking program progress
- Serve as liaison with NOTES funder and program partner for Boys and Girls Club

### **Demonstrative Skills**

- Committed to understanding, supporting and furthering Equity, Diversity and Inclusion at NVYS
- Manages and works well with others, by providing a balance of support and direction
- Effectively uses diplomacy when conflict arises with key stakeholders, continuing to prioritize the needs and mission of the organization
- Grant writing experience and demonstrated success

- Demonstrates excellent organizational and communication skills (verbal and written)
- Ability to work effectively with a diverse team of students, staff and artistic staff
- Willingness to work on weekends and evenings
- Ability to work on multiple projects simultaneously and meet deadlines
- Effectively communicate with multiple constituent groups including general public, partner organizations, teaching artists, students, and parents
- Embraces, embodies, and reflects NVYS values such as excellence, community, and creativity
- Flexible, creative, and innovative in approach to problem solving
- Interest and ability to be a motivational mentor/role model for students, parents, and staff

#### **Other Preferred Experience/Education**

- BA or MA in non-profit management or experience in arts management
- Experience working with youth or arts education
- Bilingual (English/Spanish)
- Graphic Arts and Design skills
- Experience using MailChimp, Canva, and SurveyMonkey
- Ability to work in Word and Excel

#### **Commitment to Equity, Diversity and Inclusion**

Napa Valley Youth Symphony is committed to creating an organization that values diversity, equity and inclusion. Candidates from diverse backgrounds are encouraged to apply.

**Interested in applying?** Please send a cover letter and resume to NVYS Board President Bill Haubold by **Monday, November 14<sup>th</sup>** at [bill.haubold@gmail.com](mailto:bill.haubold@gmail.com)

Please direct questions to Shelley Surh at [ssurh@nvysso.org](mailto:ssurh@nvysso.org)

Learn more about us at <https://www.nvyso.org/>