

## **San Bernardino Symphony Orchestra**

### **Executive Director**

#### **Job Description**

The Executive Director (ED) of the San Bernardino Symphony Orchestra is responsible for the overall sustainability and success of this 95-year-old, \$1.3M organization. Working under the purview of a 25-member board of directors and with a small administrative staff including contractors, the ED is the primary fundraiser, administrative and concert technical operations manager, human resources manager, financial manager marketing manager, special events manager, social media/public outreach manager, and leads all union (AFM and IATSE) collaboration and negotiation efforts. The successful candidate will have demonstrated non-profit funds development experience including grant writing, letter campaigns, and direct corporate/foundation and individual donation experience. They will have led successful major fundraising events. They will have considerable experience working with a board of directors. They will have developed and managed annual budgets. They will have considerable knowledge of and a broad network in the Inland Empire. They will be willing to work nights and weekends to ensure all aspects of the organization's ongoing success are consistently addressed. Graduate degree in Business preferred.

Interested candidates should send their resume and a cover letter to Dr. Anne L. Viricel, [alviricel@sanbernardinosymphony.org](mailto:alviricel@sanbernardinosymphony.org)

Salary Range: \$90-110K