

## ABOUT THE ROLE

The Executive Director is the key management leader of the Sequoia Symphony Orchestra (SSO). The Executive Director is responsible for overseeing the administration, programs, and strategic plans of the organization. A jack of all trades, key duties include fundraising, marketing, and engagement. This exempt, full-time position reports directly to the Board of Directors, supervised by the President of the Board, working in conjunction with a full-time orchestra manager.

## WHO WE ARE

Founded in 1959, the mission of the Sequoia Symphony Orchestra is to foster an appreciation of symphonic music and to enrich and inspire the diverse communities of the Central Valley through the transformative power of live music, education, and community partnerships. Operating on an \$800,000 budget, our professional orchestra's concert season includes eight masterworks performances at the historic Fox Theatre in downtown Visalia, three Youth Concerts, education and community engagement programs, and our digital programming, Musical Uplink.

## GENERAL RESPONSIBILITIES

1. **Board Governance:** Works with the Board in order to fulfill the organization's mission.
2. **Financial Performance and Viability:** Leads the Board in fundraising and developing resources sufficient to ensure the financial health of the organization.
3. **Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community engagement.
4. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and effective.

## PROFESSIONAL QUALIFICATIONS

- Minimum bachelor's degree
- Transparent, high-integrity leadership

- Preferred experience in senior nonprofit management in the arts.
- Passion for music, preferably in the classical/orchestral area. Enthusiasm to communicate its importance to a broad range of audiences.
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Ability to convey the vision of SSO's strategic future to staff, board, volunteers, and donors
- Proven experience in implementing fund development strategies and donor relations unique to the nonprofit cultural sector
- Strong written, public speaking and oral communication skills
- Experience with and knowledge of social media marketing and engagement

## ACTUAL JOB RESPONSIBILITIES

- Planning and executing fundraising activities, including making donation, grant and sponsorship requests directly and in support of requests made by members of the Board of Directors
- Planning and operation of annual budget in cooperation with the Music Director
- In collaboration with the Music Director, ensures the development, implementation and monitoring of the organization's artistic objectives and maintains positive relations with the orchestra
- Manage social media accounts and SSO website
- Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization throughout the Central Valley
- Drafting, reviewing, and approving of budgeted contracts for services
- Supervising and collaborating with organization staff
- Preparing season brochures, playbills, and concert posters

## COMPENSATION

The annual salary for this full-time exempt position is \$65,000 - \$75,000 per year, commensurate with experience, and includes a monthly stipend for health care coverage, as well as paid holidays and vacation.

### How to apply:

Submit a cover letter and a resume to the ED Search Committee at [search@sequoiasymphonyorchestra.com](mailto:search@sequoiasymphonyorchestra.com). The deadline to apply is October 15, 2022.

If selected, you will be contacted to schedule an interview. NO PHONE CALLS, PLEASE.

Sequoia Symphony Orchestra is an equal opportunity employer.