



## **Executive Director of the Santa Maria Philharmonic Society**

The Santa Maria Philharmonic Society maintains and strengthens cultural values by preserving the classical music art form. The Society provides musical experiences in the community through the production of exciting live musical performances and through multiple music enrichment opportunities for children in the Santa Maria and surrounding valleys. Our Executive Director provides the leadership and fundraising capacity to effectuate this mission.

**The POSITION:** The Executive Director is a management-level position responsible for managing the human and financial resources of the Santa Maria Philharmonic Society (SMPS) in order to achieve the orchestra's mission. To that end, the ED is responsible and accountable for all aspects of the organization, and for implementing the policies set by the Board of Directors. The Executive Director serves as the chief operating officer of the SMPS and reports to the Board of Directors through the Board President.

**The LOCATION:** Philharmonic performances and rehearsals, including children's concerts, and our other youth outreach programs, are in Santa Maria and environs. Our office is in downtown Santa Maria. Excepting concerts, rehearsals, and other events, this position offers flexible hours and opportunities for work-from-home.

### **Key REQUIREMENTS:**

- Bachelor's degree and four years of relevant experience in management or administration with a non-profit or government entity primarily serving communities, enhancing education, or promoting the arts, or equivalent combination of education and experience
- Strong financial administration experience and fundraising success
- Evidence of superior organizational, analytical and project management skills

### **Key RESPONSIBILITIES:**

- Plan, manage, and implement all phases of the Annual Fund campaign.
- Develop an ongoing planned giving program; work with Board to identify, cultivate, and solicit prospects.
- Develop a corporate and individual sponsorship program.
- Ensure the development and implementation of a marketing plan for subscription campaigns and for individual performances.
- Develop and maintain a Volunteer Bureau to assist SMPS in meeting its goals.
- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.
- Assist and participate in the development and implementation of a master plan for the orchestra that supports the artistic, financial, and public relations objectives of the organization.
- Prepare and submit for approval annual operating budgets.

**The PARTICULARS:** Compensation for this position is negotiable and commensurate with experience. The successful candidate will sign a contract. Compensation negotiations begin at \$26 per hour or \$1670 per month for part time. Some evening and weekend work is required for rehearsals, meetings, concerts, and events.

**To APPLY:** Send your resume and letter of interest by February 22, 2018, to [info@santamariaphilharmonic.org](mailto:info@santamariaphilharmonic.org). If you have any questions, please call the Interim Executive Director at 805.937.1466. Interviews are anticipated in March.

**This Position SUPERVISES:** Operations Manager, Office Manager, Librarian, Grant Writer, Event Planner

## **JOB DUTIES AND RESPONSIBILITIES (in priority order)**

### **Fund-Raising and Development/External Relations**

- Plan, manage, and implement all phases of the Annual Fund campaign; oversee the solicitation and acknowledgment process, maintenance of records, and establishment and disclosure within IRS guidelines of donor benefits; monitor progress and make adjustments as needed.
- Develop an ongoing planned giving program; work with Board to identify, cultivate, and solicit prospects.
- Develop a corporate and individual sponsorship program.
- Ensure effective communication with the SMPS's constituencies.
- Assist the Board in fund-raising activities, including annual fund drive, corporate sponsorships, special events, and identification and cultivation of donors.
- Oversee the hiring of a grant writer and ensure that work is being performed.
- Supervise the grant writer and the event planner(s).
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; ensure that accurate and complete records of financial contributions and other substantial support are being kept.
- Oversee the maintenance of all donor files and records; develop and administer all donor benefits programs in accordance with IRS guidelines.
- Provide periodic progress reports on all campaigns; prepare financial statements as needed by the Board and Staff.

### **Finance**

- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Develop budgets for each concert, campaign, or event; monitor the progress of each, and adjust plans when necessary.
- Coordinate with Treasurer and Office Manager to ensure the smooth operation of financial functions.
- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by Board.
- Prepare monthly financial statements, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Ensure that a copy of the most recent IRS form 990 and Schedule A are available for review according to federal law.

### **Volunteers**

- Develop and maintain a Volunteer Bureau to assist SMPS in meeting its goals.
- Implement recruitment activities for volunteers.
- Plan volunteer appreciation activities and recommend volunteer recognition strategies to the Board
- Assist volunteers as necessary to help ensure the success of their activities.

## **Marketing and Promotion**

- Ensure the development and implementation of a marketing plan for subscription campaigns and for individual performances.
- Through volunteers or subordinates, oversee appropriate advertising and publicity to achieve maximum season and single ticket sales.
- Oversee Office Manager in conducting ticket sales operations.
- Maintain relationships with media contacts; directly or through volunteers, generate feature stories in print and broadcast media about the orchestra.

## **Planning**

- Assist and participate in the development and implementation of a master plan for the orchestra that supports the artistic, financial, and public relations objectives of the organization.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

## **Concert Production**

- Develop an annual master plan for orchestra operations, including rehearsal schedules and venues for both rehearsals and performances. Develop program themes/ideas with Music Director for concerts, children's programs, and special events. Direct implementation of the master plan for each season.
- Negotiate and execute concert hall leases and rent other concert space as required.
- Oversee activity to secure required equipment, instruments, licenses, and permits.
- Oversee arrangements for transportation and accommodations for musicians and equipment.
- Ensure that rehearsals and concerts are properly staffed.
- Attend rehearsals and concerts.
- Supervise the Operations Manager and orchestra librarian.

## **Education**

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.
- Coordinate with board member in charge of youth education to communicate with public schools in planning of in-school-programs.

## **Artistic Administration**

- Oversee negotiation of contracts for all guest artists within budget parameters set by the Board. Oversee arrangements for their transportation and lodging.

## **Administration**

- Maintain the business office of the organization; supervise the office manager.
- Oversee the purchase of office equipment, supplies, etc., according to budget and approved procedures.
- Oversee the appropriate handling of correspondence.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Maintain adequate insurance to protect the orchestra's assets/property.
- Recruit, select, and supervise administrative staff. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed, but at least annually in writing. Maintain personnel files.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Ensure the preparation and revision of job descriptions, operations manual, and employment policies.
- Ensure all payroll records for administrative and artistic staff are maintained.

## **Board of Directors**

- Advise the Board on matters within the ED's scope of responsibilities.
- Staff the Board and its committees; ensure that meeting minutes are recorded and filed.
- Serve as ex officio member of all Board committees.
- Attend all meetings of the Board; prepare and present reports for each Board meeting and for other committee meetings as required.

## **Musicians**

- Serve as principal staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters.

## **General**

- Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.
- Other duties may be assigned.

## **REQUIREMENTS:**

- Bachelor's degree and four years of relevant experience in management or administration with a non-profit or government entity primarily serving communities, enhancing education, or promoting the arts, or equivalent combination of education and experience.
- Strong financial administration experience.
- Evidence of superior organizational, analytical and project management skills; consistent and accurate follow-through on projects; and experience managing multiple priorities. Ability to learn quickly, create and analyze alternative solutions and make recommendations.
- Excellent verbal and written communications skills and ability to handle multiple projects, establish priorities and meet deadlines with impeccable attention to detail.
- Moderate knowledge of basic computer skills such as email and social media communications, and common software applications such as Excel and Word.
- Demonstrated ability to work independently with minimal supervision, as well as collaboratively across teams to achieve goals.
- Must be able to handle sensitive, confidential information with discretion and to interact professionally and comfortably with donors, patrons, musicians, and volunteers.
- PHYSICAL/MENTAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, use keyboard/mouse; continuously read, comprehend, write, perform calculations, communicate orally, reason and analyze.
- WORKING HOURS will be flexible, occasionally requiring evening and weekend work.

## **DESIRED:**

- Experience in grant writing, fund-raising, and marketing.