

ANNOUNCEMENT OF ADMINISTRATIVE POSITION

JOB TITLE:

Executive Director

ORGANIZATION/ORCHESTRA NAME:

Flagstaff Symphony Association/Flagstaff Symphony Orchestra

JOB TYPE:

Full-time, paid



DUTIES AND RESPONSIBILITIES:

Job Summary: Reporting to the Board of Directors, the Executive Director is responsible for managing the financial and personnel resources of the Flagstaff Symphony Association (FSA) in order to achieve the organization's mission "to enrich, engage, and inspire our community through the performance of orchestral music." The Executive Director implements policies as set by the Board and is responsible and accountable for all aspects of the organization.

Job Duties and Responsibilities:

- **Fundraising and Development** – Ensure effective communication with FSA constituents to achieve the public service objectives of the organization. Lead all fundraising activities with assistance from the Development Committee. Supervise the preparation of grants and cultivate relationships with granting agencies. Ensure all donations are acknowledged and accurate and complete records kept. Oversee patron database, direct advocacy activities, monitor legislative activity that affects the Orchestra, and advise Board.
- **Board of Directors** – Report to a Board of Directors of approximately eighteen members. Advise Board on matters within Executive Director's scope of responsibilities. Attend all Board committee meetings, providing administrative support and facilitating communication and coordination. Help identify, recruit, and orient qualified candidates for Board membership. Regularly meet with President and provide written report for Board of Directors' meetings.
- **Finance** – With Finance Committee, prepare annual budget, monitor expenditures, and prepare projections on income/expense and cash flow. Oversee the preparation of monthly financial statements and accounts payable and receivable. Supervise bookkeeper, grant expenditures, and reports and cooperate with auditors. Ensure IRS filings made as required. (Financial documents are posted on the FSO website.)
- **Administrative** – Recruit, select, supervise, and evaluate administrative staff. Responsible for correspondence, record retention, insurance, benefits program, payroll records, and office maintenance. Oversee the activities of the full-time Marketing & Communications Manager and the half-time Operations & Office Manager.
- **Planning** – Participate in development and implementation of a strategic plan that supports the FSA artistic, financial, and community engagement objectives and current and long-range plans for personnel and structure.

- **Concert Production** – In collaboration with Music Director and Operations & Office Manager, oversee development and implementation of annual master plan for orchestra operations, which include 6-8 Masterwork concerts, a Fourth of July concert, various summer ensemble events, and a Link Up concert day for students in grades 3-5. In collaboration with Music Director, Operations & Office Manager, Orchestra Personnel Manager, and Music Librarian, ensure that equipment, instruments, licenses, and permits are obtained, and that rehearsals and concerts are properly staffed. With Board and Music Director, seek new opportunities for performances. In collaboration with Operations & Office Manager, arrange for guest artist transportation and lodging.
- **Marketing and Promotion** – Oversee development and implementation of annual marketing plan, in collaboration with Marketing & Communications Manager and Marketing Committee, to maximize attendance and revenue. Build and maintain good relationships with local media.
- **Education** – Recommend and oversee planning and implementation of education/engagement programs and maintain positive relationships with schools, in collaboration with Music Director and Education Committee.
- **Flagstaff Symphony Guild** – Maintain a high level of communication, trust, and involvement to enhance and support their programs on behalf of the Association.
- **Music Director**- Work closely with Music Director to balance artistic and financial concerns for each season, and to help develop plans for future artistic growth. Negotiate and finalize contracts with all guest artists within budget parameters.

REQUIREMENTS:

- Proven leadership ability and measurable experience in fundraising and resource development, marketing, public relations, and audience development, especially within the nonprofit sector.
- Excellent financial management and budgeting skills, as well as knowledge of particular reporting requirements for nonprofit organizations.
- Experience working in a management position with a professional orchestra or comparable nonprofit organization.
- Superb interpersonal skills and an ability to communicate persuasively the importance of orchestral music in the community.
- Working knowledge of orchestral music, production, and operations.
- Understanding of issues and challenges facing symphony orchestras, especially in small-to-medium sized communities.
- A management style that emphasizes consensus-building and the importance of teamwork.

COMPENSATION:

Competitive and commensurate with qualifications and experience.

BENEFITS OFFERED:

The benefit package includes health insurance, an employment benefit package in lieu of retirement, and paid holidays and vacation and sick leave.

ORGANIZATION/ORCHESTRA DESCRIPTION:

In 1950, the Northern Arizona Orchestra played its first concert in the gymnasium at Arizona State College at Flagstaff, now known as Northern Arizona University (NAU). On May 29, 1961, articles of incorporation were filed with the state of Arizona declaring the Flagstaff Symphony Association a nonprofit corporation. The Orchestra is now in its 69th season of bringing orchestral music to northern Arizona. From its offices in downtown Flagstaff, the Association continues a long and fruitful relationship with Northern Arizona University and the Flagstaff community. It has also grown dramatically since that first concert in the gym into a fully professional orchestra, comprised of musicians who come together from diverse backgrounds to form an impressive and exciting ensemble capable of performing a variety of musical styles and repertoire. The Masterworks concerts and the Link Up performances are held at Ardrey Memorial Auditorium on the campus of NAU.

Music Director Charles Latshaw is in his second season leading performances with superb musical sense and attention to excellence. Maestro Latshaw is committed to working with the Association's Executive Director and the Association's Board of Directors in fundraising and development. The staff and Board of Directors of the FSA work to ensure the stability and ongoing development of the Flagstaff Symphony Orchestra to meet its mission to enrich, engage, and inspire our community through the performance of orchestral music. Last year more than 3,900 students in northern Arizona participated with the Orchestra in Carnegie Hall's Link Up program, a year-long curriculum culminating in three interactive concerts.

Flagstaff and the surrounding region offer an inspirational combination of natural wonders, cultural traditions, and rich artistic life. This four-season community of 70,000 residents is situated at 7,000 feet above sea level on the Colorado Plateau at the base of the majestic San Francisco Peaks in the largest contiguous Ponderosa pine forest in North America. Nearby attractions include the Grand Canyon, Sedona red rocks, Painted Desert/Petrified Forest, and the Navajo Nation and Hopi Reservation.

APPLICATION DEADLINE:

Review of applications will begin on December 1, 2018, and will continue until the position is filled.

APPLICATION PROCEDURE:

Submit a cover letter describing your interest and qualifications for the duties and responsibilities of the position, a résumé including names and contact information for at least five professional references, and a salary history and future requirements. All applications will be treated as confidential. Electronic submissions are preferred.

FSO Executive Director Search Committee
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