

ALBANY SYMPHONY ASSOCIATION, INC.
Executive Director Job Description

SUMMARY

The Executive Director of The Albany Symphony Association serves as the operations manager of the Association and reports to the President of the Board of Directors (BOD). The Executive Director serves as the supportive counterpart of the Music Director in order to maintain a fiscally sound and artistically superior orchestra. Each has certain areas of autonomy, but many areas require harmonious joint effort between the Executive Director and the Music Director as they carry out their respective responsibilities relating to the Albany Symphony Association. The Executive Director is responsible for managing the staff and financial resources in order to achieve the Association's mission, and assists in the overall professional operations of the organization through effective management and financial development. The joint leadership of the Executive Director and the Music Director provide vision, guidance, and information needed to enable and stimulate the BOD to adopt progressive, sound, and practical plans for the continued evolution of the Association. The Executive Director serves as an *ex officio* member of the BOD and all committees.

DUTIES AND RESPONSIBILITIES

1. Revenue Enhancement

The Executive Director will:

- work with the BOD to identify stakeholders, develop strategies, and define how key messages will be delivered to various individuals and institutions in order to maximize visibility, brand and revenues of the Albany Symphony Orchestra.
- work with the Finance Committee in preparing and adhering to a yearly development plan to generate revenue objectives as established by the budget.
- coordinate fundraising activities, including the Annual Fund Drive, Corporate Sponsors, Fundraising Committee, Endowment Campaign, identification and cultivation of donors.
- work with the Marketing Committee in developing and executing a communication plan for the marketing of all programs and events, using appropriate advertising and publicity to achieve maximum season and single ticket sales.
- coordinate the "Friends of the Symphony" and Board Committees' planning of special event fund raisers and assists in their implementation; works closely with the BOD fund-raising entities to realize benefit projects; attends all fund-raising functions and meetings.
- ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintains accurate and complete records of financial contributions and other substantial

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support. The Executive Director and staff maintain a detailed accounting system of donors.

- prepare and submits grant applications and reports to foundations, corporations, and government agencies.
- make presentations as requested by the President, Music Director, Executive Committee, Development Committee or Planning Committee. The Executive Director will assist the Marketing Committee in writing articles for the newsletter to enhance public awareness.

2. Strategic Planning and Action Plan Implementation

The Executive Director will

- participate in the short-term operational and long-range strategic planning and implementation processes of the Association. This includes the effective mentoring and supervision of the organization's compensated staff, mobilization of its technological resources, and responsibility for decision-making related to appropriate use of fiscal resources.
- assist the Strategic/Long-Range Planning Committee and BOD in the development and implementation of a master plan for the orchestra that supports the artistic, financial, and public relations objectives of the Association.
- assist the Executive Committee in the development and implementation of current and long-range administrative and personnel planning to ensure effective structure and competent staffing.
- participate with the Strategic/Long-Range Planning Committee, Executive Committee, and President in providing timetables and methods for accomplishing goals and objectives.
- in coordination with the Orchestra Personnel Manager maintain and facilitate relationship with musicians and the Orchestra Players Committee.
- work with the BOD to recruit and select open and approved staff positions.
- supervise staff, reviews staff performance with the BOD President, and performs annual staff assessments and goal setting.
- direct volunteers as necessary to help ensure the success of their activities.

3. Governance and Financial Management

The Executive Director will:

- provide support to best utilize the talents and resources of the BOD, stimulate involvement, and work closely with the BOD to ensure strong fiscal health and effective governance of the Association.
- attend all committee and Guild meetings as requested and provide executive support which may include, but is not limited to, developing agendas, preparing reports, and ensuring that all meeting minutes are recorded and filed.

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- provide the Treasurer with all bookkeeping details on a monthly basis for further analysis and reporting by the Treasurer.
- ensure that all financial obligations are paid on time in consultation with the Treasurer of the Association.
- record all financial information and transaction in the financial software system accurately and in a timely manner.
- oversee the payroll process for all musicians to ensure accurate and timely payment as well as appropriate use of resources.
- stimulate the Board of Directors participation and accomplishments through individual and team recognition of extraordinary efforts.
- maintain Board of Directors' confidence and safeguard operations by keeping information confidential; adheres to all safety and housekeeping policies and procedures.
- contribute to the team effort by accomplishing related duties and special projects as needed and directed.

4. Institutional Growth & Branding

“The mission of the Albany Symphony Association is to enrich the quality of life in Southwest Georgia by providing and promoting symphonic music through the organization, development, and support of a symphony orchestra and related educational and diverse cultural activities.”

The Executive Director will assure the Association fulfills this mission by making sure the Association provides:

- cultural experiences through outstanding musical performances for an evolving and diverse community.
- performance opportunities for musicians, performing arts groups, and educational groups that promote creative musical and artistic talent.
- educational programs that foster knowledge and appreciation of symphonic and chamber music, with a special focus on children and youth

The Executive Director will promote the growth, the public image, and an increased brand awareness of the Association, by clearly articulating and supporting its mission, vision, programs, and impact acting as a primary spokesperson in collaboration with the Music Director and Board President.

To achieves this the Executive Director will:

- seek and obtain new opportunities, in conjunction with the Music Director, for performances throughout the southwest Georgia area.
- work with the Orchestra Operations Manager to manage contracts and coordinate all elements and logistics of concerts.
- provide support to Music Director as needed.

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- ensure effective communication with the Board of Directors' constituencies, volunteer groups, other arts organizations, public agencies, government agencies, and the general public.
- help coordinate and oversee, together with the Education Committee and Music Director, all activities related to the Symphony's educational and youth programs.

TRAITS AND CHARACTERISTICS

The Executive Director should have the ability to understand and embrace the Albany Symphony Association's unique mission, being sensitive to and supportive of the needs of its diverse constituencies including subscribers, donors, Board members, volunteers, sponsors, community leaders, and administrative staff.

The Executive Director serves as the supportive counterpart of the Music Director in order to maintain a fiscally sound and artistically superior orchestra, which serves the greater southwest Georgia community.

The Executive Director must be a self-directed person that takes initiative to start and complete projects; and be a results oriented leader who has a keen ability to organize and motivate people to accomplish institutional goals while creating a sense of order and strategic direction.

The Executive Director will have a broad ability to interact with stakeholders in a positive manner, which will require superior interpersonal skills, verbal and written presentation abilities, and leadership in addition to futuristic thinking, team building and overall management talent.

The Executive Director should have key attributes such as: an understanding of institutional image building, marketing, external relations, fund development and have the presence and capacity to move initiatives forward in each of these areas.

The Executive Director should be a model of integrity, fairness, and the highest ethical standards. Ingenuity, compassion, dedication, enthusiasm, humor and energy are also key attributes.

EXPERIENCE AND QUALIFICATIONS

It is very desirable for the Executive Director to have a minimum of 5-7 years of management experience in a non-profit organization, preferably in the performing arts. A bachelor's degree is preferred, and post-secondary degrees strongly preferred. The successful Executive Director will demonstrate a successful record in fundraising and experience in marketing; possess superb

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written and verbal communication skills; employ strong interpersonal skills; and exhibit a leadership style marked by enthusiasm with a desire to innovate. Organizational and motivational skills must be exceptionally well developed. The Executive Director must be able to interact competently with a culturally and ethnically diverse population of musicians, Board members, volunteers, and staff, and be able to work respectfully with all age groups. ***Most importantly, the Executive Director must have ability to give direction and guidance, as well as possess the self-assuredness and confidence to enforce rules and regulations.***

The Executive Director of the Albany Symphony Association will receive a competitive salary commensurate with qualifications and experience.