

Chesapeake Music Executive Director

Chesapeake Music brings renowned musicians to delight, engage and surprise today's audiences and educate, inspire and develop tomorrow's. The organization presents a long-running annual Chamber Music Festival, a bi-annual Chamber Music Competition, Interlude concerts year-round, and a YouthReach program in local schools.

Summary

The Chesapeake Music Executive Director has oversight of, and responsibility for, Chesapeake Music's strategic, programmatic, philanthropic, financial and operational activities. The Executive Director collaborates with program chairs and Artistic Directors to ensure successful program delivery, and with the Board of Directors to ensure organizational strategic and operational goals are managed and met. The Executive Director spearheads philanthropic support initiatives, develops and manages community partnerships, and raises the visibility of the organization regionally, nationally, and internationally.

Program Management and Audience Development

- Collaborate with Program Chairs and Artistic Directors to develop, market, implement, and monitor CM's annual artistic objectives
- Broaden audience by forging new relationships with the younger generation and with people from all racial and socioeconomic backgrounds
- Explore accessible and engaging music, education, and performance opportunities that encourage diverse audiences to discover the chamber music experience
- Embrace other program management and audience development responsibilities as needed.

Resource Development

- Serve as principal development strategist for Chesapeake Music
- Steward existing donor relationships, identify and cultivate new donor prospects, and solicit individual major donors in partnership with the Board of Directors
- Develop and maintain relationships with foundations, corporations, government funding agencies, and other philanthropic supporters
- Identify and pursue new funding opportunities to support the organization's programs
- Encourage and provide support for Board involvement in development activities
- Manage organizational database and provide all necessary reports

Community Relationships and Partnerships

- Maintain productive and positive relationship with representatives from Prager Family Center for the Arts, Chesapeake Music's office and performance space owners
- Build and maintain strong relationships with key individuals and organizations within the community
- Collaborate with other organizations for purposes of mutual and community benefit

Governance

- Work closely with the Board to ensure progress on strategic and operational goals, fiscal health and effective governance
- Support board functions including meetings, policy development, Board member recruitment and orientation, and succession planning
- Encourage Board members to be active and engaged organizational ambassadors

Financial Planning, Communications, and Operations

- Articulate and implement organization's strategic vision and organizational goals
- Develop and manage annual and long-range plans, with input from the Board
- Oversee financial and program operations, including managing staff and contractors, volunteer management, information technology systems and facilities
- Ensure that the brand and institutional messages related to festivals, concerts, and performances accurately represent the high quality of the organization.
- Leverage travel and tourism resources to market and promote Chesapeake Music, regionally and nationally
- Implement and manage policies and procedures to support and improve programs and processes

Qualifications

The Executive Director will be a personable leader who is invested in building meaningful relationships with an array of stakeholders and able to articulate the importance of Chesapeake Music in the cultural life of the community it serves. This individual will be goal-oriented, inclusive, and persistent in pursuing priorities focused on successful outcomes. The Executive Director will demonstrate transparency, provide consistent leadership, and exhibit flexibility to navigate unexpected circumstances with thoughtful, strategic, and analytical decision making.

Key Competencies

- **Planning, Organizing, and Flexibility:** The capacity to navigate a consensus-built planning process that allows for flexibility and leads to well organized implementation plans.
- **Organizing and Time and Priority Management:** The initiative to evaluate multiple projects with complex processes, effectively identify and communicate a logical succession of steps, and assign reasonable and achievable timelines to ensure success.
- **Interpersonal Skills and Professional Accountability:** The dexterity to effectively communicate, build rapport through active listening, focus on the needs of others, and accept responsibility for professional actions.
- **Customer and Donor Service:** The aptitude to effectively and tactfully handle difficult or sensitive issues and ensure that customers, donors, and other stakeholders are heard and valued.

Education & Experience

The successful candidate must have a passion for music and the ability to articulate the importance of music, education, and culture. Leading candidates will also have experience in finance, operations, development, relationship management, and strategic planning. The selected candidate will demonstrate exceptional written and spoken communication skills.

Qualified applicants should possess a bachelor's degree or equivalent professional experience in business, arts, or nonprofit administration. The candidate should have proven success in administrative leadership in the arts, music, or creative industries..

Compensation and Benefits

- Salary \$75,000-\$85,000 annually
- Commensurate benefits to be discussed