



Executive Director

job announcement, April 1, 2011

The Executive Director (ED) is Earplay's chief administrative and development officer. The ED maintains Earplay's visible presence in the community, operates the organization day-to-day, manages Earplay's finances, maintains and enhances Earplay's reputation and identity, and establishes and maintains relationships with musicians, board, audience, and donors. The ED executes the vision and strategy of the Earplay board of directors. The ED is the primary spokesperson for Earplay to donors, volunteers, existing and potential collaborators, community and national organizations, and the public.

The ED is responsible for Earplay's success, taking responsibility for development, marketing, community relations, artistic administration, finances, and board relations. Each responsibility is detailed below..

Development

1. Coordinate board, Earplayers and office staff to ensure coherent fundraising efforts, handle gift acceptance, management, acknowledgement and donor recognition.
2. Identify and execute individual and corporate donor strategies.
3. Plan, supervise and implement grant writing to fund program plans.
4. Identify additional earned income and other funding sources and obtain funding through them.

Marketing

1. Design and implement audience development strategies to fill all seats.
2. Maintain and develop Earplay's public identity through direct marketing, social media, web-based and print-based materials, and traditional media.

Community relations

1. Act as Earplay's principal spokesperson to the media, the corporate community, government agencies, foundations and supporters.
2. Direct and execute Earplay's community outreach efforts, in conjunction with board and conductor.
3. Develop strategies to build future audiences by educating and interacting with youth or other members of the community who might be potential future audience members.
4. Develop ongoing relationships and identify collaborative opportunities with other arts and community/social justice organizations consistent with the Earplay mission.

Artistic administration

1. Support the conductor as needed in program development and selection of venues and guest artists.
2. Contract with performance and rehearsal venues, musicians, and guest artists.
3. Coordinate licensing of music and other royalties in conjunction with conductor.
4. Oversee office and volunteer staff to deliver all aspects of concert production and ticket sales.

Finances

1. Lead the annual budget process.
2. Report to the board regularly on the organization's financial performance and condition.
3. Ensure timely completion of the annual year-end report.



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4. Complete and submit required filings when due.
5. Manage accounting activities, including bookkeeping, monitoring receivables and payables, payroll processing, check writing, and account reconciliations.
 1. Hire, train, manage and evaluate non-artistic office staff.
 2. Manage employee compensation and benefits.
 3. Provide direction for volunteers.

Board relations

1. Actively participate in all board meetings as an ex officio member of the Board of Directors.
2. Work with the board to develop and manage the organization's strategic plan.
3. Work with board committees to ensure strategic planning and policies align with the mission and vision of the organization.
4. Assist board in identifying, recruiting and developing new board members.

Qualifications

1. Bachelor's degree or equivalent in a related field.
2. Substantial experience in non-profit management, e.g., as an executive director or senior manager, or the equivalent in the private sector, including: successful fund raising from public and private sources to support nonprofit programs; effective management and motivation of staff and volunteers; financial management such budgeting and performance measurement; marketing, public relations and branding in a non-profit environment; working with Board of Directors.
3. Proficiency in computer software, including MS Office, Quicken or other accounting package, and web-site maintenance skills.
4. Passion for the arts as an important part of the community at large and an understanding of New Music concerns and motivations.
5. Ability to work in close partnership with the conductor.
6. Exemplary communication skills, including public speaking and writing, and the ability to build relationships with community leaders, business executives, foundation officials, donors, and the media.
7. Demonstrated warmth, patience, perseverance, humor, integrity, enthusiasm, people skills, commitment, and an inspirational leadership style.
8. Working knowledge of performing arts management.

Contact information

Potential candidates should contact Earplay board president Steve Ness by Email to steve@nesssoftware.com or by phone at 415-821-1235 before May 1, 2011.

Earplay is an equal opportunity employer.