



**Open Position: Executive Director**

Cincinnati Youth Choir, Ensemble-in-Residence at the University of Cincinnati College-Conservatory of Music

The executive director reports to the artistic director and the board of directors and is responsible for the management of all aspects of finances and the administration of the program. The executive director works in partnership with the artistic director to create overall direction of the program with a focus on funding. Contracted for tasks completed with mostly flexible, work from home hours.

**How to Apply:**

Robyn Lana, Founder and Managing Artistic Director  
[choir@cincinnati choir.org](mailto:choir@cincinnati choir.org)

Send cover letter and resume to: Attention ED Search  
Additional sample material is welcomed

Application open until filled.

**Purpose and Objective:**

Develop, implement, and monitor strategies that achieve the successful financial development and organizational goals, objectives, and long-range plans.

**Qualifications:**

- Bachelor's degree/training in arts administration
- Experience leading and managing a performing arts organization, non-profit, or similar organization
- Demonstrated ability to organize and lead
- Works collaboratively and is motivated to work independently
- Strong financial management skills
- Reliable and takes initiative
- Strong communication and writing skills
- Proficient in Microsoft Office, basic computer skills (word processing, spreadsheets, presentations)

**Program Description:**

Serving as Ensemble-in-Residence at the University of Cincinnati College-Conservatory of Music, the Cincinnati Youth Choir is a nationally celebrated, award winning choral organization in its 29th season. Each year, hundreds of Greater Cincinnati children in grades one through twelve benefit from this educational venue focusing on performance as a result of the children's education. Presently, the program involves resident choirs at CCM, ChoralQuest partnerships with area schools, the Cincinnati Choral Academy, Singabration summer festival for local children, the national Queen City Festival, and the Cincinnati Public School Honor Choir.

**Principal Duties and Responsibilities:**

***Fundraising and Development***

- Be actively involved in all aspects of development
- Create development plan
- Manage Development Associate
- Be responsible for execution and implementation of mutually agreed upon development goals
- Work in partnership with development personnel to create materials to support development efforts
- Create development committee and ensure task force leadership to implement fundraising

### ***Financial Management***

- Coordinate with the Accounting Department
  - Monthly review of financials
  - Make bank deposits
- Create annual budget in conjunction with the Artistic Director
  - Monitor annual budget
- Communicate with member families about outstanding balances
- Continually monitor the budget making recommendations for adjustments with the treasurer/finance committee
- Ensure that cash flow, revenue goals and expense projections are being met

### ***Community Relations***

- In conjunction with the Artistic Director, represent the Cincinnati Youth Choir in local, state, regional, national and international venues.
- Cultivate ongoing relationships with arts and non-arts peers in the community.
- Develop new relationships with arts non-arts peers in the community

### ***Planning***

- Coordinate creation of the strategic plan every 3-5 years involving board, artistic/education team, family members, and community stakeholders
  - Represent the goals of the strategic plan in all annual planning
- Oversee the DEIA plan implementation and ensure it is current
- In conjunction with the Artistic director, oversee short and long range planning, engage the board and contractors in periodic planning sessions

### ***Board of Directors***

- Work with the Board of Directors to help them fulfill their functions
- Attend all meetings of the full Board of Directors and attend Executive Committee meetings as required
- Assist the Board President in developing and processing agendas for the executive committee and board meetings
- Assist in identifying and attracting potential new board members

- Represent CYC and its contractors to the board
- Liaison between board and artistic and operations team

**General Management**

- Collaborate with the Artistic Director who represents artistic and education team
- Monitor performance of the administration against objectives, taking corrective action as needed in conjunction with other management personnel
- Manage Marketing Associate
  - Approve marketing plan and budget
- Oversee all general operations
  - Manage Operations Manager
  - Oversee all administrative contractors
  - Manage all new hires including posting jobs, serving on search committees as relevant, collecting needed information and background checks

**Compensation:**

- \$45,000 and up based on qualifications and demonstration of successful experience with potential for bonus structure.

**The Cincinnati Youth Choir is an equal opportunity employer.**

[www.cincinnatiyouthchoir.org](http://www.cincinnatiyouthchoir.org)