



## **JOB DESCRIPTION**

### **Executive Director**

#### **Nature and Scope**

The Buffalo Philharmonic Chorus (BPC) is a non-profit organization dedicated to providing choral music for the Western New York area at the highest artistic level. The chorus performs some 15 concerts per season, mostly with the Buffalo Philharmonic Orchestra (BPO), with which the BPC serves as the principal choral partner. The approximately 140-member chorus is governed by a volunteer board of directors, is administered by employed professional staff, and is artistically directed by the Music Director.

The Executive Director is the chorus' chief administrative leader. As such, the incumbent executes day-to-day management of the chorus' administrative functions and plans and executes key strategic initiatives. In this position, the incumbent makes numerous financial decisions on the chorus' behalf, working closely with the BPC Treasurer and President.

The Executive Director reports to the BPC President. The incumbent manages all administrative staff positions for the BPC, inclusive of hiring, providing coaching and performance evaluations, and performing administrative functions associated with staff management. Taking direction from the BPC's Board of Directors and President, the incumbent works closely with other board members, board committees and the Music Director to carry out their missions.

The Executive Director works collaboratively with the Music Director to establish and carry out strategic initiatives for the BPC and ensure their successful execution. Consequently, the incumbent is expected to interact effectively with all personnel associated with the chorus, including chorus membership, artistic and administrative staff, the Music Director, President, and the Board of Directors, as well as outside entities, such as the BPO and funding organizations.

#### **Primary Accountabilities**

##### Development and Fundraising:

Partner with the BPC Development Committee to construct, coordinate, and execute a comprehensive development strategy for raising funds to support the BPC's operations and artistic initiatives.

1. Identify new grant opportunities, sponsorships, and funding sources that are aligned to the mission and activities of the BPC.
2. Lead the submission of all grant applications, including authoring materials, communicating with funders, and submitting all necessary documentation or progress reports.
3. Oversee individual donor campaigns to raise funds for the BPC.
4. Pursue corporate sponsorships for concerts and full season activities.

### Operations and Personnel Management:

Implement and oversee appropriate resources to ensure the effective operations of the BPC.

1. Manage all operational activities in the preparation for rehearsals, concerts, and other BPC events, delegating activities to administrative staff as appropriate.
2. Work with the Music Director and Concert & Rehearsal Production Committee to ensure all resources are arranged for successful performance execution.
3. Supervise administrative staff for the BPC, including all staff management functions such as timekeeping, payroll, performance evaluations, and other functions.
4. Assist the Music Director in attracting, recruiting, onboarding, and managing all paid singers and other artistic staff, as well as overseeing auditions and retaining a diverse group of volunteer singer members of the BPC.
5. Develop, maintain, and seek board approval for all human resources policies, practices, and procedures and ensure that they comply with state and federal employment laws and regulations.
6. Create an administrative structure and decision-making mechanisms that promote a productive working atmosphere and effective staff relations.

### Financial Management:

Collaborate with the BPC Treasurer, President, and Finance Committee to manage the financial operations and health of the BPC.

1. Execute day-to-day financial activities for the BPC, including receivables, payables, payroll, bank reconciliation, and financial reporting.
2. In coordination with the Finance Committee, develop the chorus' annual budget, including expense projections gathered from the Music Director and all board committees
3. Throughout the fiscal year actively monitor income and expenditures, comparing them with their budgeted values and take necessary actions to remedy major discrepancies.
4. In coordination with the chorus Treasurer, develop financial reports for the Board of Directors monthly meetings.
5. Oversee all contract negotiations with subcontractors, including outside musicians and other contracted functions.
6. Negotiate contracts with collaborating organizations, including but not limited to the BPO. Negotiations to be conducted with the BPO and other organizations should be carried out cooperatively and in consultation with the BPC President and Board.

### Marketing and Outreach:

Establish marketing and outreach strategies that further the brand of the BPC and improve our engagement with diverse communities across the WNY region.

1. Compile comprehensive marketing plans that include advertisement across multiple channels, as well as key messaging and branding guides for use on social media and other marketing platforms.
2. Be an ambassador and spokesperson for the BPC by cultivating and maintaining relationships with the media, appropriate agencies, corporations, and foundations throughout the region.
3. Utilize community relationships to strategically advance the BPC's mission and help the Nominating Committee identify potential board members to join the organization.

4. Collaborate closely with the Music Director and the BPC Board to define and build the BPC's artistic identity and facilitate excellent and innovative programming.
5. Work with the Marketing, Outreach, and Education committees to organize and implement key initiatives that further the reach of the BPC in the WNY community and beyond.

#### Strategic Planning and Board of Directors:

In cooperation with the Executive Committee, facilitate strategic planning and other board activities to ensure the long-term success of the BPC.

1. Work with the Board of Directors and other volunteers to ensure that the BPC's mission is fulfilled through programs, strategic planning, and community outreach.
2. Attend all Board of Directors meetings, functioning as an ex officio member, and assist the President with meeting preparation as needed.
3. Facilitate review and update of the BPC's strategic plan, ensuring key measurements are captured and reported to the Board on a periodic basis.
4. Align budget needs and resources with the strategic plan, soliciting input from the Board and Board committees as needed.
5. Support the BPC's published values of Commitment, Professionalism, Camaraderie, Artistry and Joy.

#### **Desired Qualifications**

As a key leader for the BPC, the incumbent is expected to have a breadth of experience supporting and leading non-profit organizations. Desired qualities include:

- A bachelor's degree in Business, Arts Administration, or other related disciplines. An equivalent combination of education and experience may be an acceptable substitute for these degrees.
- Significant experience managing nonprofit organizations, including budgeting and financial management.
- Strong leadership skills with the ability to influence those at all levels within the organization and across the community.
- Transparent and high integrity leadership.
- Proficient with tools like Microsoft Office, Microsoft Teams, and QuickBooks.
- Exposure to choral music and an understanding of how it is produced.
- Strong organizational abilities including planning, delegating, and task facilitation.
- Strong oral and written communication skills with an ability to convey strategies to staff, board, volunteers, donors, and other constituencies.
- Demonstrated ability to manage multiple, competing priorities simultaneously.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Flexibility to redirect strategies in the event of changing conditions and environment.
- Commitment to diversity, equity, and inclusion practices in the organization.

*The Buffalo Philharmonic Chorus (BPC) is committed to providing a diverse, inclusive, and equitable environment for all staff members, volunteers, singers, and audiences regardless of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, ethnicity, age, education, genetic information (including family medical history) or disability. We are committed to providing equal opportunity for employment and advancement in all areas of our organization. We value diverse experiences and will ensure that all voices are heard and respected. We are committed to maintaining an inclusive and welcoming environment with equitable treatment for all.*