

EXECUTIVE DIRECTOR, Wilmington Symphony Orchestra - Position Description

The Wilmington Symphony Orchestra in Wilmington, North Carolina seeks an experienced Executive Director who is creative, organized, goal oriented, and passionate about arts and their effect on a growing Region. This is a full-time exempt position requiring some evening and weekend work.

The Executive Director is responsible for managing the resources of the Wilmington Symphony and for collaborating effectively with the Board of Directors to achieve the Orchestra's mission and strategic plans. The Executive Director is responsible and accountable for the management of all aspects of the Orchestra's music concerts, education programs, and professional staff, and for implementing the policies set by the Board of Directors. The Executive Director reports to the Board of Directors through the Board President.

During the 2018-2019 season, the Orchestra is re-structuring its professional staff and job tasks allocation, adding a new full-time Development Director position and expanding a part-time role into a full-time Marketing and Operations Director. The Wilmington Symphony recently moved its concerts to a new 1,500-seat performance venue in downtown Wilmington. Significant audience growth, successes with community engagement initiatives, and the retirement of the current Executive Director have necessitated the transition to this new staffing structure. Ideally, the new Executive Director will be available in early spring 2019.

Founded in 1971, the Wilmington Symphony Orchestra has served Wilmington, North Carolina and the Cape Fear Region for 47 years. With a projected annual operating budget of \$450,000, the Orchestra performs seven concerts, (five Masterworks Series and two Symphony Pops), and produces an array of unduplicated youth education programs including a regional Youth Orchestra, Junior Strings, and Young Artists Concerto Competition. The Wilmington Symphony has both an endowment fund and a donor-endowed chair fund.

Qualifications:

- BA (required); MA (a plus);
- Five-plus years' leadership and management experience with an orchestra, performing arts or other nonprofit organization;
- Demonstrated excellence in organizational, managerial, and communication skills;
- Strong financial management experience and reporting skills;
- Solid skills in a PC based environment in Word, Outlook, Excel, OneDrive and PowerPoint;
- A professional and resourceful style; the ability to work independently and as part of a team, to take initiative, and to manage multiple projects;
- Knowledge of donor software is a plus;
- Familiarity with symphony orchestras is essential.

Job Summary:

BOARD SUPPORT RESPONSIBILITIES

1. Participate in all Executive Committee meetings and Board meetings, and with ad hoc committee meetings, as needed; advise on matters promoting efficient and effective operation of the Orchestra; maintain appropriate collaborative relationship with Board members.
2. Keep Executive Committee and Board informed of finances, operating and development activities, and personnel matters.

ARTISTIC ADMINISTRATION

1. Form a productive and professional working relationship with the Music Director and assist the Music Director in the achievement of the Orchestra's artistic objectives;

2. Negotiate contracts for all guest artists and performing groups within budget approved by the Board.

FINANCIAL MANAGEMENT RESPONSIBILITIES

1. Serve as chief financial officer of the Orchestra and follow financial policies approved by the Executive Committee and Board; Ensure all bookkeeping and reporting tasks are performed in compliance with FASB and with State and IRS regulations;
2. Prepare financial reports and cash flow projections as needed; Prepare annual operating budget for approval by Finance and Executive Committees and Board of Directors;
3. Ensure that appropriate insurance, performance licenses, and all other contracts and in-kind trade agreements are executed and current; maintain the administrative offices of the organization.

DEVELOPMENT AND COMMUNITY ENGAGEMENT

1. Ensure effective communications with all Wilmington Symphony stakeholders to accomplish objectives. Stakeholders include the Orchestra musicians, donors and subscribers, volunteers, University of North Carolina Wilmington and Cape Fear Community College, other arts organizations, government and business organizations, the media and the public.
2. Pro-actively promote fundraising activities and the identification and cultivation of donors; as an ambassador for the Wilmington Symphony, participate in key community engagement activities and organizations, taking a pro-active and results-oriented approach in advocating for the Orchestra.
3. Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate records of financial and other substantial support.

STAFF SUPERVISION

1. Coordinate and supervise the work of full-time Development Director and Marketing and Operations Director, and part-time Bookkeeper;
2. Conduct periodic staff meetings to coordinate resources and efforts and ensure effective lines of communication within the organization; Conduct performance reviews for direct report roles

TO APPLY

Email resumé, cover letter, at least 3 professional references, and writing sample -- of how you have advocated in your current role or would advocate for the Wilmington Symphony -- to subject line: EXECUTIVE DIRECTOR at info@wilmingtonsymphony.org. **No phone calls please.**

Starting salary is lower-50's. Benefits include 100% employer-paid health insurance premiums. Interviews have begun; position will remain open until filled. A start date in early Spring 2019 is preferred.

The Wilmington Symphony Orchestra is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. Submitting an application does not constitute a promise or guarantee of employment.