



**North Carolina Master Chorale
Executive Director
Raleigh, North Carolina**

Position Announcement

The North Carolina Master Chorale is seeking a dynamic and organized leader with strong communication, fundraising, and marketing skills, to serve as its next Executive Director.

The Organization

The North Carolina Master Chorale (NCMC), the Resident Chorus of the North Carolina Symphony, has been performing choral-orchestral masterworks in the greater Raleigh area for 75 years. Under the direction of Dr. Alfred E. Sturgis since 1993, the Master Chorale presents a diverse repertoire from the Renaissance to contemporary works, with ensembles ranging from 16 voices to 180 voices.

As a 501(c)(3) nonprofit organization, NCMC is governed by a 17-member board of directors. NCMC is expanding to a paid staff of five, including a full-time Executive Director, a part-time Music Director, a part-time Operations Director, a part-time bookkeeper, and a part-time accompanist.

NCMC's budget for the 2019-2020 season is just under \$300,000. Half of the revenue is generated through earned revenue (ticket sales, concert fees, and membership) and half of the revenue is generated through the generosity of donors (individuals, foundations, corporations, and government agencies) that support the performing arts.

To learn more about the North Carolina Master Chorale, visit <http://ncmasterchorale.org>

The Position

The Executive Director of the North Carolina Master Chorale is responsible for the overall direction and management of all aspects of the business. The Executive Director will develop, implement, and monitor strategies that ensure that NCMC achieves its organizational goals, objectives, and long-range plans.

The Executive Director reports to the NCMC Board of Directors. In collaboration with the Music Director, the Executive Director will handle the following key responsibilities:

Fundraising and Sponsorship Development

- Plan and lead a comprehensive fund-development plan, covering the full cycle of donor engagement: identification, investigation, involvement, and investment; secure support from

individuals, corporations, foundations, and government supporters. Fundraising experience is critical to this position.

- Develop materials to support fundraising efforts.
- Establish and support committees and task forces to implement fundraising projects.
- Ensure timely preparation and submission of foundation and government grant requests and reports.

Marketing

- Develop and implement a comprehensive marketing plan that meets the artistic and financial objectives of NCMC. Strategies should include social media, websites, press releases, online and other advertising, calendar listings, mailings, and public-service announcements.
- Maximize concert attendance. Focus on increasing the subscription base.
- Oversee pricing, ticket-sales strategies, and related activities.

Community Relations

- Represent the Chorale at community functions. Serve as the spokesperson to the media, government agencies, the business community, foundations, sponsors, and the educational community.
- Establish ongoing relationships with strategic community partners, arts peers, and the community at large.

Financial Management

- Prepare annual budget and variance analysis for presentation to Board.
- Work with the Treasurer, Operations Director, and Bookkeeper on monthly budgetary projections, identifying potential issues and gaining necessary budget approvals.
- Work with the Music Director to plan upcoming seasons and estimate costs.

Board of Directors Support

- In conjunction with the Music Director and the Executive Committee, prepare strategic plans and tactics for implementation and evaluate progress toward goals.
- Assist the Board President in developing agendas and written reports for the Executive Committee and Board meetings and attend all meetings.
- Assist in identifying and attracting potential new Board members.

Staffing Supervision

- Supervise and set staff priorities and deadlines to ensure achievement of goals.
- Ensure efficient use of time by creating systems and processes for recurring tasks.
- Manage hiring of staff. Regularly review staff job descriptions to ensure efficient operations. Monitor performance against objectives and adjust as needed.
- Manage contracting with artistic staff, guest artists, professional singers, and orchestra musicians in accordance with Board-approved budget and policies.
- Ensure that all staffing policies, practices, and procedures comply with human-resources standards as well as state and federal employment laws and regulations.

Desired Skills and Qualifications

The Executive Director should:

- Be an entrepreneurial and creative self-starter who can develop new funding and partnership opportunities for the Master Chorale.
- Have exceptional interpersonal and written communication skills and a proven ability to work well with a variety of people.
- Have a personal interest in and commitment to the mission of NCMC, ideally through personal or professional experience that demonstrates an appreciation of the choral arts.
- Be experienced in key aspects of managing and leading a performing arts organization.
- Be successful in fundraising, especially from individuals and foundations.
- Be accountable to achieve goals and metrics that the Executive Director and the Board will set together.
- Be able to work collaboratively with the NCMC Music Director to serve as co-leaders of the organization.
- Be experienced and comfortable leading an organization where part-time volunteers play an integral role.
- Be energized by high-level strategy and by a direct hands-on role, given the small staff.
- Be able to work a flexible schedule that includes nights and weekends.

Qualifications

- Bachelor's degree or equivalent work experience
- Professional experience in arts management, fundraising and marketing
- Appropriate supervisory experience
- Competent in Microsoft Office Suite

Compensation

Salary is based on candidates' experience and the size of the budget. NCMC offers paid vacation and a flexible work environment.

Application Process

Armstrong McGuire & Associates, a nonprofit consulting firm based in Raleigh, NC, is conducting this search in partnership with The North Carolina Master Chorale's Board of Directors. To apply, click on the link to NCMC's position profile at www.ArmstrongMcGuire.com/apply. You will see instructions for uploading your cover letter, resume, and professional references. In case of any technical problems, contact katie@armstrongmcguire.com.