

SD MASTER CHORALE

SAN DIEGO MASTER CHORALE **EXECUTIVE DIRECTOR** **POSITION DESCRIPTION**

The San Diego Master Chorale (San Diego, CA) is seeking a dynamic, collaborative, and strategic leader to join our team as Executive Director. The Chorale has never before had a full-time Executive Director, and the timing is ideal to bring the right leader on board to shape the organization's growth strategy and develop strong relationships in the community. The Executive Director reports to the Board of Directors and is responsible for the overall direction and management of the administrative aspects of the organization. The Executive Director works in close partnership with the Music Director. Learn more about the SD Master Chorale at www.sdmasterchorale.org and <https://www.guidestar.org/profile/23-7451291>.

MISSION STATEMENT: *We connect all people to the joy of professional-caliber live choral music, and enrich lives by sharing what we have in common—our voice.*

VISION: *To be recognized as one of San Diego's finest choral ensembles, dedicated to bringing people together through professional-caliber live choral music, and a respected partner with the finest regional orchestras and arts organizations.*

AN EXCITING EXECUTIVE DIRECTOR CANDIDATE:

- Brings enthusiasm for the history of the SD Master Chorale and a firm belief in the mission, values, and artistic vision that propel the organization's near and long-term future;
- Has a management style that is empathetic and creative, organized and professional, accountable and well-informed, embracing the values of a diverse community;
- Brings best practices, attention to detail, and a service mindset to their work;
- Exhibits a self-motivated, entrepreneurial spirit that promotes the administrative growth of this well-respected choral organization;
- Has five or more years of experience as a successful Executive Director or Development Director (or comparable job title), including achievements in the areas of non-profit performing arts, financial development (individual, foundation/corporation, and government sources), and relationship cultivation among stakeholders including community members, professional peers, nonprofit board members, volunteers, and paid staff;
- Can demonstrate particular competencies (such as language skills, travel experience, and other culturally relevant expertise) likely to help with the development of relationships within one or more of San Diego's multicultural communities.

The SD Master Chorale maintains memberships with the following organizations, which will aid the successful candidate's networking, resource-sharing, and continuing professional development:

- [Chorus America](#)
- [Choral Consortium of San Diego](#)
- [San Diego Performing Arts League](#)
- [California Chamber of Commerce](#)
- [California Association of Nonprofits](#)
- [Nonprofit Solutions](#)
- Association of Fundraising Professionals ([global](#) and [local](#) levels)
- [North County Philanthropy Council](#)

EXECUTIVE DIRECTOR PRINCIPAL DUTIES & RESPONSIBILITIES

Community Relations

Enhance the SD Master Chorale's reputation, and expand awareness and accessibility among potential audience members.

- Develop and foster sustainable relationships with performing arts partners in San Diego County and Tijuana.
- Represent the SD Master Chorale at relevant community functions.
- Act as spokesperson for the Chorale to the media, government agencies, corporate community, foundations, funders, and the school community.

Marketing

Develop and implement a comprehensive ongoing strategy to market the SD Master Chorale and its programs (self-produced and contract performances).

- Oversee sales of tickets and subscriptions to increase the subscription base.
- Oversee development and implementation of a comprehensive marketing plan, including advertising, donor communication, concert promotion, press releases, etc.
- Coordinate and maximize co-marketing efforts with performing arts partners.
- Implement and monitor the progress of each concert's promotion plan.
- Use education engagement programs to increase awareness of the chorus by corporations, grant sources, and the general public.

Development and Fundraising

Develop, coordinate, and execute a comprehensive strategy of financial development, fundraising, and support.

- Collaborate with the Development Committee on all development/fundraising initiatives.
- Drive donor engagement by planning and overseeing individual donor campaigns and special events.

- Develop and implement the strategy for cultivating, securing, and sustaining corporate sponsorships.
- Prepare and manage foundation and government grant requests and reports.
- Identify and pursue new sources of contributed income.

Board of Directors

Work with the board of directors (and committees) and its officers to help them fulfill their functions:

- Attend all meetings of the Executive Committee and full Board of Directors.
- Assist the President of the Board in developing and processing agendas for the Executive Committee and Board meetings.
- Oversee short- and long-range planning; engage board and staff in periodic planning sessions.
- In conjunction with the Music Director and executive committee, prepare the strategic plans and strategies for implementation.
- Prepare written reports for presentation to the Executive Committee and Board.
- Assist in identifying and attracting potential new Board members.
- With the Board, regularly evaluate progress toward goals.
- Offer prompt and thoughtful responses to requests for information.

Financial Management

Collaboratively prepare budgets and co-manage financial operations following approved budget and governmental regulations:

- Work closely with the Treasurer, Finance Committee, Music Director, and other Board Members on annual budget preparation and approval, monthly projections, and anticipation of potential gaps.
- Determine, with the Music Director and Operations Coordinator (concert manager), the upcoming season and administrative costs.
- Assist Treasurer with the preparation of annual budget and variance analysis for presentation to the Board.
- Monitor expenses to budget line items; coordinate proper expense allocations with the Treasurer.
- Ensure that the Treasurer has complied with all local, state, and federal tax regulations, and has prepared and filed all required reports.

Staffing

Hire, train, and supervise support staff as needed/approved to achieve the organization's goals and objectives:

- Hire staff, with Music Director and Board representatives, to fill open positions.
- Create an administrative structure and decision-making environment that promotes a productive working atmosphere and effective staff relations.

- Have a basic understanding of HR management best practices.
- Create and/or maintain job descriptions for all approved positions.
- Monitor performance against objectives, taking corrective action as needed.
- Periodically review all human resources policies, practices, and procedures, and ensure that they comply with state and federal employment laws and regulations.
- Negotiate and sign contracts for paid singers, contract agreements, guest artists/musicians, rehearsal/performance venues, and other services as needed.

COMPENSATION AND BENEFITS

Title: Executive Director

Company: San Diego Master Chorale (d.b.a. SD Master Chorale)

Job Type: Full-Year

Salary: \$100-120k salary commensurate with experience

Benefits: Benefits to be negotiated.

Minimum Education:

BA/BS, though advanced degrees (i.e., MFA or MBA preferred).

Minimum Experience:

3-5 years of Executive/Development experience in the performing arts. Choral experience preferred.

Application Procedure:

Applicants should please send a cover letter, résumé, and contact information for two professional references in a single PDF file to Board President Julie Ann Sih at julie.ann.sih@sdmasterchorale.org by August 5, 2022. Please include your full name in the title of the PDF file. All items will remain confidential outside of the hiring committee and board of directors.