

Holy Names Music Center

EXECUTIVE DIRECTOR

OVERVIEW

The Executive Director performs executive level administration of a fully accredited music school. Administrative responsibilities include: fiscal management, program development, marketing and fundraising responsibilities.

The candidate must have exceptional leadership skills with the ability to work with diverse populations and foster relationships that promote the mission of the Holy Names Music Center and the Sisters of the Holy Names.

This position requires a working knowledge of board relationships and functions and is responsible for an administrative staff as well as 35 faculty members.

MISSION

Holy Names Music Center, a non-profit music organization, dedicated to the enrichment of the Inland Northwest that provides high quality music instruction and performance opportunities for all.

POSITION STRUCTURE:

The Executive Director works under the direction of the Board of Trustees. The Board of Trustees, in turn, reports to the Board of Members of the Sisters of Holy Names U.S.-Ontario Province. The Executive Director, with the approval of the Board, develops, directs and coordinates the daily operations and programs of the Music Center. The work also involves considerable community contact in promoting the Center as well as maintaining current programs and creating new musical opportunities.

Attendance of some weekend and evening functions will be required.

Program Development/Marketing and Public Relations:

Oversee the development, marketing and public relations activities of the Music Center including but not limited to the following:

- A. Identify community needs, utilizing current and innovative trends in music education.
- B. Enhance public relations to increase the presence and integration of the Music Center in the community.
- C. Develop collaborations with other community music education programs.
- D. Oversee the writing and publishing of a biannual newsletter distributed to Music Center supporters.
- E. Oversee the development of a volunteer program to provide in-kind support to the Music Center.

Fiscal Management:

Oversee the fiscal management of Holy Names Music Center, including but not limited to the following:

- A. Oversee the day-to-day financial operations. Provide monthly financial reports to the Finance Committee and Board President. Current financial reports are required at all monthly Board meetings.
- B. Prepare and present the Annual Operating Budget to the Board of Trustees.
- C. Conduct donor solicitation through the annual appeal letter. Explore options of long-term partnerships with community businesses.
- D. Adhere to Policy Governance Guidelines which include by-laws and articles of incorporation.
- E. Provide an integral presence in fundraising and fundraising activities.

**Personnel & Operational
Responsibilities:**

Oversee the recruiting, evaluation and supervision of Music Center staff and faculty and manage the administration of Music Center programs within the context of its Mission statement including but not limited to the following:

- A. Recruit, supervise, train and evaluate Music Center faculty and staff.
- B. Provide executive leadership by involving faculty in program decisions at regular faculty forums.
- C. Provide ongoing support for faculty training, recitals and programs; conduct individual faculty performance evaluations on a yearly basis.
- D. Oversee and take part in events related to Music Center programs.
- E. Maintain ongoing structure for student registration and financial records related to students and faculty.
- F. Offer recommendations to the Board and implement Board decisions regarding personnel.

Board of Trustees:

Facilitate and work with the Board of Trustees and Board Committees including but not limited to the following tasks:

- A. Assist in the organizational structure including Board member recruitment, training, and retention.
- B. Facilitate Board involvement in long-range planning through provision of necessary information and materials, reports, etc. Maintain Board records as legally required.
- C. Facilitate, either directly or through delegation, staff support for Board committees with group projects.
- D. Communicate regularly with Board President and Board of Members representative, issues the Board of Members may have regarding current status of Music Center.

Facility Operations:

Oversee physical plant of Music Center, including but not limited to the following:

- A. Supervise the purchase and maintenance of an inventory of instruments and library resources, supplies and equipment.
- B. Oversee and advise Board and faculty on new construction projects after approval from the Board.
- C. Cooperate, communicate and coordinate with site owner and/or their representative.
- D. Identify needed improvements.
- E. Supervise maintenance of sanitary and safe environment.

QUALIFICATIONS:

Candidate should have a master's degree in arts administration or the equivalent in experience with a background in classical, community music education. The candidate should also exhibit excellent verbal, writing, organizational, and computer skills. The candidate should have the ability to work with minimum supervision, must be task and goal orientated as well as possess excellent communication skills. This position requires the candidate to relate to a highly educated, motivated and experienced faculty of musicians. The position also requires proven administrative ability and competence in fundraising, marketing and fiscal management.

APPLICATION PROCESS:

Send resume or vitae, 3 letters of recommendation and letter of interest to: K. Dickson, Holy Names Music Center, 3910 W. Custer Dr., Spokane, WA 99224. Information must be received by July 1st. (Applications will be accepted until position is filled).

NOTICE:

The duties presented above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and job requirements change.

FLSA Class: Exempt

Holy Names Music Center is an Equal Opportunity Employer.