

Petersburg Symphony Orchestra Executive Director Opportunity (June 2021)

The Petersburg Symphony Orchestra is seeking an experienced and dynamic leader and team player to provide operational leadership as an ambassador for the organization; cultivating and extending community outreach, philanthropic development, and providing support to the Board and Music Director in accomplishing the vision of this symphonic regional treasure.

Leadership, fund development, marketing/advertising, operational/administrative management, and consensus building experiences are needed. A bachelor's degree in Business or Arts Administration, Music, Not-for-Profit Leadership or related areas are desired. Relevant experience may be substituted for education. Attractive compensation will be offered to the successful candidate. Contract/Part-time.

Full description of work is available at www.petersburgsymphony.org. Please transmit resume and cover letter to: info@petersburgsymphony.org

JOB DESCRIPTION - Petersburg Symphony Orchestra Executive Director

The Petersburg Symphony Orchestra (PSO) is well known for its artistic excellence and rich history of the region's finest conductors, musicians, and governing board. With a long and distinguished history, the PSO is an essential part of the quality of life in the central and southern regions of Virginia. It is centrally located in the heart of Historic Petersburg and is an IRS approved 501 (c) 3 not-for-profit organization. The organization is actively engaged with the community and has a world renowned Music Director, a fully-staffed ensemble of 60 volunteers and professionals, and a full calendar of events accessible through the website www.petersburgsymphony.org

The Executive Director provides the overall operational leadership to assist the PSO establish a greater, more effective and viable presence in the regional community, philanthropic development, and growth of revenue. Reports to the PSO Board of Directors through the Vice President to include organizational governance, and supports the Music Director in accomplishing the vision of the orchestra.

Board Liaison: Works collaboratively with the Board of Directors on the strategic plan, overall policy for the organization and in setting and implementing strategic and operational direction. Provides input to the annual budget for the PSO which details the cash flow required to fund programs and is realistic and measurable. Attends meetings of the Board and is staff to the Board and its committees. Prepares and presents reports for Board and committee meetings as required. Coordinates and finalizes program booklets for concerts and information for other PSO activities.

Earned Revenue: Has responsibility for enhancing earned income: i.e., ticket sales corporate sponsorships, endowments, events and other revenue generating programs. Establishes the annual fund raising plan, goals and associated strategies and activities, funding campaigns, planned giving programs, and identification and cultivation of donors. Plan and implement the first endowment campaign to increase revenue and net worth of the PSO. Maintains contact with and develops grant proposals for foundations, corporations, and government funding sources. Assists in preparing updated projections based on actual income and expense activity. Works with the Marketing Committee of the Board of Directors to develop strategies to initiate and meet aggressive fundraising goals. Creates office systems to support all Development projects and operations. Maintains donor and gift record-keeping. Manages databases and records, files and gift processing. Acknowledges all gifts from donors and keeps them up to date with PSO activities and events.

Philanthropic Development: Actively participates in the cultivation and solicitation of major donors, including individuals, foundations and corporations. Engages sponsors in on-going service activities. These efforts are supported by the Board as well as its committees and volunteers.

External Relations: As an ambassador of the PSO to external constituencies, the Executive Director works to create greater awareness and visibility of the PSO, its artistic excellence, its performances, and its community activities and enhance its image locally, regionally, and nationally.

Internal Management: Responsible for the leadership and management of operations, and short and long term operational planning and for ensuring the establishment and maintenance of appropriate policies and procedures for internal controls as well as addressing audit findings. With the Board, the Executive Director is responsible for ensuring the financial soundness of the PSO, and for further building a collaborative, team-oriented work environment. Ensures compliance with all local, state, and federal laws and requirements.

Experience/Qualifications: The successful candidate must be a visionary, strategic, self-starter who is collaborative, diplomatic and inspires excellence. Strong fundraising skills, grant writing experience, and experience cultivating and soliciting high net worth individuals, foundations and corporations are an essential requirement. Demonstrates a history of successful fund and budget management. Knowledge of classical music, and of orchestral repertoire and demonstrated ability to balance this with fiscal objectives is required. A familiarity and appreciation for other musical and artistic genres is also necessary. Demonstrated, progressively responsible experience in orchestra administration, or leadership within a not-for-profit organization, or the leadership/management of a performing arts organization (e.g. symphony orchestras, opera and/or dance ensembles, music festivals, performing arts centers or schools of music) in a key leadership position, as an Executive Director/President/CEO or other senior leadership position. Leaders from the corporate, or government sectors with good knowledge of symphonic music also will be given serious consideration. A strong marketing orientation; consensus building; good communication including public speaking and presentation skills, both verbal and in written form are needed to cultivate and engage the region's population of diverse ages, incomes and backgrounds, as well as its Board of Directors. Proficiency in QuickBooks and Microsoft Office Suite software desired.

Education: A bachelor's degree in Arts Administration, Business Administration, Music, Not-for-Profit Leadership, and related areas is desired. An advanced degree is a plus. Relevant experience may be substituted for education.

Compensation: Attractive compensation will be offered to the successful candidate.

Travel: There is some occasional local travel associated with this role.

Position will be open until filled. The hours of work for this position are typically not to exceed 20 hours per week.

Please send resume and cover letter to the Petersburg Symphony Orchestra, 19 Goodrich Avenue, Petersburg, VA 23805; or e-mail to info@petersburgsymphony.org

12/1/18