

Job Description - EXECUTIVE DIRECTOR

About the Role

We are seeking a talented leader who can work closely and effectively with the Music Director and board, partnering to ensure the OSO remains artistically vibrant, fiscally responsible, and responsive to staff, musicians, donors, and the community.

This role requires someone who values thoughtful planning over rigid structure, communicates clearly and reliably, leads with positivity and respect in all their interactions, and solves challenges with systems rather than short cuts.

Key Responsibilities

Relationships & Communication

- Build a strong working dynamic with the Music Director, partnering to ensure the organization is artistically vibrant, fiscally responsible, and responsive to the board, staff, musicians, and community.
- Manage, maintain, and recruit a talented staff, fostering a culture of collaboration, integrity, and mutual respect. (Current staff is 4 people, 2.25 FTEs.)
- Create, cultivate, and nurture relationships with individual donors, corporate sponsors, foundations and granting organizations, and other current and potential funders.
- Maintain strong working partnerships with regional nonprofits, government agencies, and tribes; foster connections with other orchestras regionally & nationally.

Organizational Development

- Continue to build a strong internal infrastructure which allows efficient operations, and effective data collection and management.
- Empower and support the Board of Directors in performing their core duties, evaluating key decisions, and recruiting and retaining talented individuals who reflect our diverse community.
- Prioritize conversations and planning that enable our strategic vision to guide key decisions in future seasons.

Revenue Enhancement

- Establish and execute development plans that steadily increase contributed income and support organizational stability.
- Develop strategies to engage new funding sources and prioritize planned giving discussions with longtime supporters of the Olympia Symphony.

- Maintain a strong brand identity aligned with OSO values, and oversee marketing strategies that increase community support and drive ticket sales at events.

Financial Oversight & Responsibility

- Oversee the writing and proposal of annual operating budgets which prioritize sustainable financial planning.
- Provide accurate reporting on financial performance, explanation of budget variances, and cash flow management reports as required.
- Negotiate and sign contracts and agreements necessary to support OSO's regular operations.

Operations & Production

- Act as the liaison with venues for all Olympia Symphony concerts and events; ensure a well-planned, high-quality experience for musicians and patrons.
- Manage rental, storage, and maintenance needs for Symphony equipment and instruments.
- Guide continuing efforts to recruit and utilize volunteers in efforts that add value to the organization and leverage the individual's skills and abilities.

Other duties as assigned.

QUALIFICATIONS AND PREFERRED EXPERIENCE

The Olympia Symphony seeks an Executive Director who:

- Is motivated to fulfill the mission of the orchestra: *'to provide the highest quality live music to enrich, educate, and entertain an expanding audience.'*
- Has a mix of education and experience working in the nonprofit, performing arts, or classical music arenas;
- Provides visionary leadership, staff management and cultivation, and guidance for a growing organization;
- Demonstrates a history of fundraising and development success, including direct gift solicitation experience and a track record of increased contributed income;
- Builds a strong, trusting relationship with the Music Director, board, staff, and musicians;
- Naturally engages and connects with stakeholders within the organization, and community members throughout the South Puget Sound region;
- Possesses a strong sense of nonprofit financial management, budgeting and forecasting, and cash flow management;
- Inspires confidence in others through their self-awareness, personal accountability, and respect for all those with whom they interact.

SUPERVISORY & REPORTING RELATIONSHIPS:

The Executive Director reports to the Board of Directors through the Board President. This position collaborates closely with the Music Director and supervises all Olympia Symphony office staff positions.

HOURS & WORKING CONDITIONS:

- This is a full-time position, expected to average 40 hours per week throughout the year, varying each week depending on the level of activity and programming.
- Routine evening and weekend hours are required of this position, especially during concert production weeks (approximately 8 to 10 weeks per year).
- The Executive Director will attend events and meetings in the community and may work remotely for a portion of their hours, but is expected to be present in the Symphony office for a significant portion of the week.
- Working conditions are routine for an office environment.
- The Executive Director must have personal transportation, have or obtain a valid Washington State Driver's License, and be able to lift 25 lbs.

COMPENSATION & BENEFITS:

Salary for the Executive Director position is \$72-78k/year, DOQ. Health insurance negotiable. The Olympia Symphony provides vacation and sick leave, as well as 10 holidays annually.

TO APPLY:

Please submit a cover letter and resume to applications@olympiasymphony.org. PDF or Microsoft Word documents are preferred. If you would like to add a personal statement about your interest in the position, please include that in the body of the email when submitting the required documents as attachments.

The Olympia Symphony is committed to building a diverse and equitable workplace. Even if your experience does not align with every qualification, we encourage you to apply.