

## PART-TIME EXECUTIVE DIRECTOR JOB DESCRIPTION

Collaborates with the music director to manage the organization

Initiates and oversees fund raising

- maintains relationship with donors

- identifies new donors and sources of funding

- writes grants

- keeps up with ongoing government grants streams (DCLA / LMCC)

Manages all office functions, hires and supervises Administrative Assistant in:

- correspondence

- filing

- accounting and banking

- legal obligations (tax reports, state charities bureau filing)

- budgetary review

- record maintenance, inc. membership list

Is responsible for meeting all deadlines:

- grants

- tax reports and other legal matters

- fund raising campaigns

- production of events

- production of publicity and written programs

Prepares yearly budgets in coordination with Finance Committee

- compares proposed budget to previous year's budget

- insures that income is projected to balance or exceed expenses

Maintains relationships with chorus personnel

- Board, staff, committees, individual members

- mitigates personality issues among members, etc.

- communicates with new members within a week of joining

Is responsible for compliance with licensing and other copyright issues

Coordinates with chorus committees where applicable—esp. Chorus Executive Committee

Coordinates with and reports to Board of Directors

Recruits Board members

Attends seminars, training sessions, and peer group meetings where applicable

Maintains good relationships with rehearsal/concert venues