

LAKELAND SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Executive Director

STATUS: Exempt

REPORTS TO: Board President and Executive Committee

SUPERVISES: Office Administrator and Music Director

JOB SUMMARY: The Executive Director is responsible for managing the human and financial resources of the orchestral organization in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization and implementing the policies set by the Board of Directors. The Executive Director will see that the organization constantly improves its musical product, that it operates on a stable financial basis, and that it carries out its obligation to serve as a community cultural and educational institution. The Executive Director will serve as the chief operating officer of the orchestral organization and reports to the Board of Directors through the Board President. To that end, the Executive Director is responsible and accountable for all aspects of the organization and implementing the policies set by the Board of Directors, *including external relations and development.*

ESSENTIAL FUNCTIONS

Development/External Relations

- Responsible for leading and managing initiatives that cultivate and solicit individual, corporate and foundations gifts, grants, sponsorships, endowment campaigns, planned giving and all forms of contributed financial support or materials for the ISO.
- Responsible for creating, implementing and managing the annual development plan and strategy for raising the necessary funds required to run the organization and its related activities.
- Prepare and submit grant applications and reports to foundations, corporations, and government agencies pursuant to all deadlines.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Ensure effective communication with the Organization's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service and public relations objectives of the Organization.

Board of Directors

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and the delivery to the public of the services the organization was chartered to provide.
- Serve as ex officio member of all Board committees.
- Attend all meetings of the Board and Executive Committee; prepare and present reports for each Board and Executive Committee meeting and for other committee meetings as requested.
- Working with the Nominating Committee, help to identify and recruit qualified candidates for Board membership and assist with new member orientation.

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Production

- Assist in the development, implementation, and monitoring of orchestra's artistic objectives. Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
- Supervises in consultation with music director annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, and audience development. Directs implementation of the master plan.
- In consultation with the Music Director, seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Attend some rehearsals and all concert and tea & symphony events.
- Marketing and Promotion
- Develop and implement with the Board a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; oversee ticket sales operations.
- Maintain relationship with media contacts; generate feature stories in print and broadcast media about the orchestra.

Finance

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Administrative
- Recruit, select, train, and supervise administrative staff.
- Promote, discipline, and terminate in accordance with legal requirements and Board policy.
- Evaluate staff performance as needed but at least annually in writing.
- Maintain personnel files on each staff member, including all organizational correspondence.
- Develop, implement, and monitor compensation and benefits programs.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Verify all payroll records for administrative and artistic staff are maintained.

Education

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.
- Serve as liaison to public schools in planning of in-school programs.

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QUALIFICATONS

General

- Excellent customer service skills.
- Excellent organizational and communication skills (verbal and written).
- Ability to manage multiple projects, follow-through, and meet deadlines.
- Ability to supervise, motivate, and lead a team of employees.
- Must exhibit a positive attitude and be an example to others in the areas of problem-solving, teamwork, interpersonal relationships, and commitment to the organization's mission and vision.
- Builds effective relationships and has experience with boards.
- Knowledge of revenue/expense forecasting, budgeting, budget expenditure tracking and reporting.
- Demonstrated leadership skills that exemplify the ability to turn vision into action, motivate others to achieve goals, and follow through on decisions.
- Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Proven ability to inspire, motivate and lead a team to produce quality work.
- Professional appearance and presentation.

Education and Experience

- Bachelor's Degree in communication, management, arts, business, or related field or comparable work experience in the same fields.
- Minimum of five years management/leadership experience

Lakeland Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

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