

## Executive Director and Chief Development Officer Job Description

### **Job Description:**

The Executive Director and Chief Development Officer is responsible for managing the human and financial resources of the Symphony to achieve the organization's mission of creating connection and joy in our community and pushing for continued artistic excellence. In addition to managing Symphony resources, the Executive Director is responsible for implementing policies set by the board of directors. 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. Key responsibilities include representing and building the Symphony's brand in the community; developing audiences; increasing earned and contributed revenues; expanding the donor base; working with the Music Director to ensure a high-quality artistic product; managing the budget; overseeing staff; and engaging and developing key stakeholders to be advocates of the Symphony in the community.

### **Key Responsibilities:**

- Represent and promote the Symphony at community organizations such as Rotary and the Chamber of Commerce
- Serve as primary fundraiser of the organization and establish a patron development plan
- Meet the Symphony's fundraising goals as set by the Board of Directors
- In collaboration with the Board of Directors, prepare and execute, a 3-year strategic plan to advance the Symphony's mission
- Provide direction and oversight for all aspects of Symphony business including:
  - Personnel management, marketing, budgeting, fundraising and development, volunteer programs, music education and Youth Symphony programs, and grant writing
  - Concert production: including ticketing and venue/soloist contracts
- Other duties as assigned by the Board of Directors

### **Does This Describe You?**

- **The Ultimate Extrovert** – You relate well to all kinds of people, inside and outside the organization. You know how to build appropriate rapport, build constructive and effective relationships. Communication is your superpower.
- **An Ambassador** - You welcome diversity in people, thought and experiences knowing collaboration creates great results. You use diplomacy and tact, and you can diffuse high-tension situations comfortably, quietly and respectfully. You enjoy being a convener and support the success of others.
- **Happy to Help** – You are dedicated to meeting and exceeding the expectations and requirements of the SLO Symphony staff, musicians and patrons.
- **Resilient**– You pursue everything with energy, drive, and a need to succeed. You seldom give up before finishing, especially in the face of resistance or setbacks.
- **Puzzle Master** – You use logic and methods to solve difficult problems with effective solutions. You probe all fruitful sources for answers, can see hidden problems and are excellent at honest analysis.
- **Value Community** – You know and love this community. You want to share with everyone the best our arts community has to offer and take pride in being a part of it. You attend events, and engage in a variety of arts, volunteer or social activities. You like being in the know and keeping up with the latest community accomplishments and news.

### **Qualifications:**

- Bachelor's degree from an accredited university/college
- Possession of a valid driver's license
- 5 years or more of leadership and management experience. Nonprofit experience is a plus
- Superior interpersonal skills and the ability to motivate the stakeholders to achieve the Symphony's mission as well as nurture and maintain key relationships with other community members, donors, and patrons
- Proven experience in business development
- Working knowledge of orchestral music, production, and operations. Important but not necessary
- Has and demonstrates integrity, positive energy, strong interpersonal skills, and a strong work ethic
- A love of classical music and an ability to communicate why it is important to a broad range of audiences



### **Hours and Working Conditions:**

40 hours/week full time exempt position

### **Salary and Benefits**

Salary: Up to \$90,000 commensurate with expense and qualifications.

- Benefits include:
  - Health, Dental, and Vision Insurance
  - Retirement plan participation with Symphony match
  - Vacation: 2 weeks/year
  - Sick leave: 1 week/year

### **Organization:**

The San Luis Obispo Symphony, now in its 60<sup>th</sup> season, serves the San Luis Obispo area on California's Central Coast. The orchestra puts on an annual 5 concert series and accompanying No Ties Dress Rehearsal, the summertime Pops by the Sea concert, and a triennial New Year's Eve Pops concert. In addition to its concert activities, the San Luis Obispo Symphony also builds the next generation of performers and patrons through its music education initiatives and Youth Symphony programs.

### **Music Director:**

Maestro Andrew Sewell is completing his fifth season as music director of the San Luis Obispo Symphony and twenty-second season with the Wisconsin Chamber Orchestra, having had long tenures with the Wichita, Toledo and Mansfield, Ohio Symphonies. Known for his innovative programming and knack for discovering new talent, Sewell is a highly skilled orchestra builder with a wide knowledge and range of repertoire. In demand as a guest conductor, he has led the Toronto, Detroit, Milwaukee, Columbus, Syracuse, Illinois, Monterey, Gulf Coast and Eugene Symphony Orchestras, as well as the New Zealand Symphony Orchestra, Auckland Philharmonia, Christchurch Symphony, National Symphony of Mexico, Kyushu Symphony (Japan), City Chamber Orchestra of Hong Kong, OK Mozart Festival, WI Peninsula Music Festival and Masterworks Festivals in the US and London.

A native of New Zealand, Maestro Sewell received his music training on the violin, piano and cornet, and began conducting at age 16. Six years later, he made his professional opera debut with the Mercury Opera and the Auckland Philharmonia Orchestra. Winning the Australian Guarantee Corporation's Young Achiever's Award allowed him to further his studies abroad. Sewell holds a Master of Music degree with Honors in Conducting from the University of Michigan.

### **How to Apply:**

If you are interested in the position, please send a cover letter and resume to [search@slosymphony.org](mailto:search@slosymphony.org)