**INTERIM EXECUTIVE DIRECTOR OF THE CHOIR SCHOOL**

**Organization:** The Choir School at St. Peter’s, a 501(c)(3) organization ([www.thechoirschool.org](http://www.thechoirschool.org)) is an auditioned community choir offering music education and performance opportunities to talented boys, girls, and young men and women from every background and every corner of the Charlotte region. Originally founded in 1993 as a boys choir in the classic European tradition, the school has grown to include five distinct choirs whose members range in age from eight to eighteen.

Every year the choirs of The Choir School perform for thousands of audience members, offering three primary concerts in Uptown Charlotte as well as performances throughout the region. Each summer our tour choirs and MasterSingers travel to destinations throughout the United States, performing for audiences all along the way. Every four years the MasterSingers travel to England to perform and to experience firsthand the roots of the Anglican choral tradition.

**Role:**

Time Frame: January 3, 2018 to May 31, 2020

Hours per week: 30 Hours avg. /week

Compensation: $40,000 annually, plus full benefits

Reporting directly to the Board of Directors and working in close partnership with the Artistic Director, the Interim Executive Director will be the key administrative leader of The Choir School. The Interim Executive Director will be responsible for overseeing administration, governance, communication, fundraising, and strategic planning. The board will be pursing the hiring of a permanent Executive Director in May, 2020 and the interim may be a welcome candidate for the permanent role.

**General Responsibilities**

1. Board Governance: Works with board in order to fulfill the organization mission.

* Responsible for leading The Choir School in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
* Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
* Maintain official records and documents, and ensure compliance with federal, state and local regulations.

1. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

* In partnership with the Director of Finance, responsible for the fiscal integrity of The Choir School to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. Also, responsible for independent, annual financial audit.
* Responsible for fundraising and developing other resources necessary to support The Choir School’s mission.
* Responsible for Annual Fund planning and execution, corporate sponsorships, grant and foundation support annually.
* Responsible for overseeing execution of annual Serenade Gala.

1. Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

* Responsible for strategic planning to ensure that The Choir School can successfully fulfill its mission into the future.
* Responsible for the enhancement of The Choir School’s mission by being active and visible in the community and by working closely with other professional, civic and private organizations.

1. Administration: Manages staff to maintain a climate which attracts, maintains, and motivates a diverse staff of top quality people.

* Responsible for the recruitment employment and release of all personnel, both paid staff and volunteers.
* Ensure that job descriptions are developed, regular performance evaluations are held and sound human resource practices are in place.
* See that an effective management team, with appropriate provision for succession, is in place.
* Encourage staff and volunteer development and education.

**Specific focus areas**

1. In partnership with Director of Finance, planning and operation of annual budget
2. Serving as The Choir School’s primary spokesperson to the organization’s constituents, the media and the general public
3. Establish and maintain relationships with various partner organizations and utilize those relationships to strategically enhance The Choir School’s Mission
4. Fundraising across multiple constituencies, through annual fund, corporate and community partnerships, foundations, and events
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization
6. Supervise, collaborate with administrative staff
7. Strategic planning and implementation
8. Oversee organization Board and committee meetings
9. Oversee marketing and other communications efforts
10. Other duties as assigned by the Board of Directors

**Professional Qualifications**

* Bachelor’s degree
* Transparent and high integrity leadership
* Demonstrated experience in fundraising and donor relations
* Five or more years nonprofit management experience, preferably with a strong development background
* Excellent verbal and written communication skills
* Excellent planning and research skills; demonstrated ability to manage multiple concurrent projects and priorities.
* Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
* Strong organizational abilities including planning, delegating, program development and task facilitation
* Ability to convey a vision of The Choir School’s strategic future to staff, board, volunteers and donors
* Significant knowledge of fundraising strategies and donor relations unique to nonprofit sector
* Skills to collaborate with and motivate board members and other volunteers
* Strong written and oral communication skills
* Ability to interface and engage diverse volunteer and donor groups
* Demonstrated ability to oversee and collaborate with staff
* Strong public speaking ability

**How to Apply**

The Choir School is an Equal Opportunity Employer. Employment decisions will be based on merit, qualifications, and abilities. The Choir School does not discriminate in employment opportunities or practices.

Submit cover letter and resume to: [ed@thechoirschool.org](mailto:ed@thechoirschool.org) by November 7, 2018

Relocation expenses not available for interim role.