

ComMUSICation

Full Time Executive Director

Job Description



Posted: 1/29/21

Organizational Goals

1. To help close the achievement gap through high-quality, holistic, intensive community music programs.
2. To demographically and equitably represent the under-resourced and historically marginalized communities we serve.
3. To engage families and the greater community across schools and cultures through frequent community performances in the greater Twin Cities.

Position Summary:

The Executive Director (ED) is responsible for the leadership and management of the organization in accordance with the strategic direction set by the Board of Directors. The ED has overall strategic, program and operational responsibility for ComMUSICation's (CMC) staff, programs and execution of its mission. The ED leads fundraising and the resources needed to achieve strategic and operational goals in conjunction with the Board of Directors. The ED is responsible for all relationships with external stakeholders.

Responsibilities:

Leadership

- Create strategic plan in conjunction with the Board of Directors that identifies clear, tangible goals and direction
- Develop, maintain and support the Board of Directors; serve as an ex-officio member of each Board committee; seek and build board involvement with strategic direction for programming and operations
- Develop and cultivate new relationships with community partners that provide organizational growth opportunities
- Continue to foster CMC's ongoing commitment to anti-racist behavior across all levels of the organization

Program Management

- Recruit, hire, and manage CMC staff
- Ensure programs are mission-focused, positively impactful, and value-aligned
- Develop new programs as needed to maintain cultural focus and ensure CMC's growth
- Analyze program data and use to evaluate CMC's outcomes and create program improvement plans

Fundraising/Communications

- Research, apply and manage grant funding that supports CMC goals and objectives
- Develop and maintain an individual donor portfolio by continually connecting, cultivating, engaging and stewarding donors
- Solicit corporate and community giving donations
- Work with the Development Committee to create an annual plan for fundraising activities and external communications to stakeholders, especially donors
- Oversee all external organizational communications

Operations/Finance

- Work with financial staff to ensure timely, consistent and accurate reporting
- Develop and oversee annual budget
- Ensure CMC is in compliance with all state and federal reporting requirements
- Develop and monitor system of internal controls to ensure fiduciary care of CMC assets

Strongly Preferred

- Experience with nonprofit and/or educational organizations
- Commitment to mission, equity in education and/or youth development
- Ability to multitask and perform under pressure
- Ability to work with people and value ideas from diverse skill sets and backgrounds
- Working familiarity with Excel, Microsoft Word, and Google Drive
- Strategic planning skills
- Experience leading diversity, inclusion and equity work
- Has lived experience in St. Paul's Frogtown, North End, or Eastside communities

Demonstrated ability in these areas:

- Collaboration
- Leadership
- Grant prospecting, writing and management
- Fundraising
- Marketing
- Project management

Salary Range: \$55,000-65,000

Benefits

- Flexible hours
- Health insurance, PTO, and retirement benefits

How to apply: Qualified candidates are encouraged to apply early and have one of two options. This position application closes on **2/28/21**.

1) To apply without a Gmail account, please send your resume / CV and cover letter stating your interest, fit for the role, including compensation expectations to CMCEDjob@gmail.com.

2) For those with Gmail accounts, please fill out [this google form](#) and upload your resume/ CV and cover letter stating your interest, and fit for the role, including compensation expectations.

CMC defines diversity as valuing, appreciating, celebrating, and effectively utilizing the talents of people with a variety of backgrounds, experiences, ethnicities and perspectives. To that end, we strive to attract, hire, develop and retain employees who support our commitment. By cultivating diversity, we are better able to serve our communities by exposure to the wider range of ideas and perspectives that reflect the complexity of the communities we engage. CMC encourages all to apply and will not discriminate on the basis of race, ethnicity, religion, color, national origin, sex, gender and gender expression, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.