



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Cascade Symphony Orchestra,
based in Edmonds, Washington,
is searching for an Executive Director
beginning in the fall of 2019.

Interested candidates may visit the
Cascade Symphony Orchestra website
to learn more about the organization.

www.cascadesymphony.org

See the accompanying pages
for the job description,
qualification requirements
and the application procedure.



Executive Director Job Opening

Responsibilities and Qualifications

Position Summary: Act as the administrative leader of the CSO. Work closely with the Music Director, Orchestra Manager and Board of Directors to establish and best achieve the mission and values of the orchestra. Develop systems and support volunteers to effectively execute these goals while ensuring the financial health and sustainability of the organization.

Principal Job Duties:

- Organization Management
 - Act as a leader and advocate for the CSO, working closely with the Music Director to maximize community recognition and appreciation for the orchestra.
 - Work with the Board of Directors to plan and decide on long-term commitments including office space; ensure the CSO remains current in meeting obligations including retaining insurance, observing federal and state laws and filing annual tax reports.
- Financial Planning and Oversight
 - Work closely with the Bookkeeper and Board Treasurer to design and present the annual budget for approval.
 - Regularly evaluate financial trends, approve expenses within the annual budget, and plan for operating and capital needs of the organization.
 - Sign contracts necessary for venue spaces, equipment and music rental, and other operational needs; seek input from the Orchestra Manager as needed.
- Administration and Volunteer Support
 - Create and support an infrastructure that provides musicians, the Music Director, Board, Staff and volunteers with the resources needed to achieve the mission of the CSO.
 - Oversee a mix of paid and volunteer personnel to ensure the organization is well-structured to meet its needs.
 - Work with the Board Executive Committee to provide annual evaluation of the staff structure and individual performance, suggesting changes as necessary.
 - Engage new volunteers and pair individuals with areas of expertise to maximize efficacy.
- Development and Community Relations
 - Create and guide implementation of an annual development plan, which supports the Board and development volunteers in achieving clear fundraising goals. Attend CSO concerts and events and engage in donor engagement and solicitation to achieve a broader base of support.
 - Represent the CSO in meetings and events in the greater Edmonds community; work closely with individual Board members and musicians to engage new strategic contacts and deepen the passion of current audiences.
 - Develop productive relationships with the Edmonds Center for the Arts and other arts and service organizations in the community; explore collaborative opportunities which enhance the CSO and the cultural offerings of the region.
- Other Duties as Assigned

Desired Skills:

- Education – Bachelor’s degree required; advanced arts management education, training and experience desired.
- Interpersonal Skills – Ability to build successful working relationships with a variety of musicians, staff, board and volunteers.
- Positive, energetic personality – Skilled in providing support, guidance and inspiration to Board members and volunteers, keeping them engaged and excited about support the orchestra.
- Professional demeanor – Exhibit decorum and professionalism towards all internal and external stakeholders, instilling confidence in one’s knowledge and leadership.
- Office and Technology – Familiar with Microsoft Office, Online file sharing, and other computer systems routine for a small nonprofit office environment, including donor database software.

Reporting Relationships:

- Reports to the Board of Directors through the Board President.
- Works closely with the Music Director and Orchestra Manager throughout the season.
- Supervises the bookkeeper, and administrative volunteers through the Marketing, Development and Programs Lead positions.

Hours and Working Conditions:

- This is a full-time exempt position, estimated at 35 hours per week; evening and weekend commitments are required.
- Remote work is required for a portion of the position; other hours will involve meetings in public spaces and private homes with staff and volunteers.

Compensation:

- Salary of \$60,000 per year. There will be some benefits as mutually determined, including but not limited to reasonable support of health care coverage if appropriate.

Interested applicants are to submit a cover letter and résumé, and may include up to three letters of support to the address below so they are received no later than July 30, 2019. Application information will only be accepted by US mail or email.

Interviews are planned for early August 2019. It is intended that the final candidate or candidates will be available to meet with the symphony’s board on Tuesday, August 27, or Tuesday, September 17. The position is scheduled to begin as soon afterward as the successful candidate can start.

If the candidate chooses to send letters of support with the application, they must be included with the application and not sent separately. Candidates selected for an interview will be asked to provide three references we can call.

Send all materials to:

**Executive Director Search Committee OR search@cascadesymphony.org
Cascade Symphony Orchestra
PO Box 876
Edmonds, WA 98020-0876**