



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Cascade Symphony Orchestra,
based in Edmonds, Washington,
is searching for an Executive Director
beginning in the summer of 2022.

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

www.cascadesymphony.org

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



Executive Director Job Opening

Responsibilities, Qualifications and Application Procedure

Position Summary: Act as the administrative leader of the CSO. Work closely with the Music Director, General 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 choose, plan and manage long-term commitments; ensure the CSO remains current in meeting obligations including retaining insurance, observing federal and state laws and filing annual tax reports.
 - Sign contracts necessary for venue spaces, equipment rental and other operational needs; collaborate with the General Manager as needed.
- 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 with donors, patrons and others 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.
- 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.
- Financial Planning and Oversight
 - Work closely with the Bookkeeper, Board Treasurer and Finance Committee 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.
 - Identify, oversee and facilitate funding opportunities, including finding grants, increasing donor base, etc.
- Other Duties as Assigned

Desired Skills:

- Education – Bachelor’s degree required; advanced arts management education/degree and experience preferred; background in music or other arts 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 supporting 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 routinely used in a small nonprofit office environment, including donor-database software. Some familiarity with website management, publishing software and social media platforms desired.

Reporting Relationships:

- Reports to the Board of Directors; works directly with a Board-designated supervisor.
- Works closely with the Music Director, Committee Chairs and General Manager throughout the season.

Hours and Working Conditions:

- This is a full-time, exempt position; some 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 is \$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 May 31, 2022. Application information will only be accepted by US mail or e-mail.

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

Send all materials to:

**Executive Director Search Committee
Cascade Symphony Orchestra
PO Box 876
Edmonds, WA 98020-0876**

OR

[hiring@cascadesymphony.org](mailto: hiring@cascadesymphony.org)
(Please send e-mail materials in PDF format)

The following timeline is planned for filling the position. Applicants selected for interviews must be available as described to meet in person. All in-person meetings will be in or near Edmonds, Washington, and have been scheduled so that the candidate forwarded from the interview subcommittee can plan all meetings for a single trip. The Cascade Symphony does not provide travel assistance to applicants invited to be interviewed.

Tuesday, May 31, 2022 Applications must be RECEIVED.

Saturday, June 4, 2022 Applicants to be interviewed will be invited, scheduled and asked to provide three reference contacts by Tuesday, June 7, who will agree to be called.

Wednesday, June 15, 2022 Interviews will be held, with one candidate selected for offer subject to Board agreement.

Thursday, June 16, 2022 Selected candidate will have conversation with Music Director (AM or early PM).

Thursday, June 16, 2022 Selected candidate will meet with Cascade Symphony Board (evening).

Friday, June 17, 2022 Board decision will be communicated to the selected candidate.

Within 30 days of decision Candidate will begin employment, assuming acceptance by Board.