



Position Title: Executive Director of the St. Charles Singers

Position Summary: The position of Executive Director of St. Charles Singers will be attractive to a person who

- has a deep appreciation for excellence in choral music performance
- has a desire to expand music performance for the public and educational opportunities for children and seniors
- is enthusiastic about contributing to a dynamic organization that is transitioning to a higher level of impact

Essential Job Functions:

The Executive Director will

1. provide leadership and management for the organization. In cooperation with the Music Director and Board of Directors, renew and maintain a clear vision for the organization.
2. work closely with the Board to create programming strategies to ensure that SCS will meet its audience development, educational, and financial goals.
3. provide essential support services for the Board, including assisting with setting the agenda for Board meetings and committee meetings, developing Board action items in close collaboration with committee chairs, recording and publishing minutes, and managing organization-wide strategic planning sessions.
4. hire, promote, develop and terminate staff (other than the Music Director) as necessary with Board approval.
5. oversee relationships and contracts with outside vendors and consultants, such as public relations professionals or bookkeepers.
6. execute the day-to-day operations of SCS, including donor acknowledgement.
7. contribute to the healthy growth of the Board by assisting with and identifying needed Board talent and resources; working with the Board chair in recruiting prospective Board members; keeping the Board current on best practice and governance issues; assisting in new Board member orientation and training.
8. be responsible for the financial operations of SCS, including: drafting and managing the annual budget; providing timely reports to the Board; ensuring that a timely annual audit is conducted and distributed; ensuring that SCS funds are safeguarded and investment risk is minimized (according to the Investment Policy of the Board).
9. be responsible for development and fundraising. This will be achieved through: working with the Development committee to set and reach philanthropic goals; planning and executing a major annual fundraising

- event and coordinating SCS Circle events; taking the lead in donor appeals, by preparing, presenting and making funding requests.
10. will work with the Program committee to develop educational and outreach program goals, hiring staff and directing program evaluations as needed.
 11. will work with the Music Director and Program Committee to plan, program and execute all performances and programs. This will include: overseeing staffing and technical support for programs; pursuing touring engagement opportunities, including the negotiation of fees, contracts and programs; reviewing all contracts (artist, rental, touring); collaborating with organizational program or performance partners to clarify each organization's role and expectations.
 12. will collaborate with the Chair for Marketing to set annual goals for audience attendance, sales revenue, and media communications
 13. will be the primary SCS contact for media, community business leaders, and other professional organizations (such as ChicagoClassicalMusic.com)

Working Relationships:

The Executive Director reports to the President of the Board. The Executive Director will work closely with the Music Director. They will work as a team to lead SCS, implementing the Board-directed vision and mission.

Qualifications:

The ideal candidate will be able to convey the mission and vision of St. Charles Singers with passion and persuasion, be comfortable asking donors for gifts; research and write grant proposals; network within the professional community. Candidates should have strong verbal and written communication skills. The ideal candidate will be self-directed and organized. Business acumen and computer skills are needed. While a music background is not essential, it is certainly helpful.

Vision

The vision of St. Charles Singers is to sustain excellence in programming and performance locally and abroad. We are committed to training up others to know and appreciate, to promote and preserve great choral music.

Mission

The mission of St. Charles Singers is to perform, promote and preserve the finest choral music.