

**Position Title:** Interim Executive Director

**Reports To:** Board of Directors

**Hours:** Full-Time; temporary position for approximately 6-9 months.

**Oversees:** Special Projects Manager, Program Manager (in conjunction with Music Director)

**Salary:** \$55,000 - \$65,000; exempt; commensurate with experience

***Position Overview:***

Working closely with the Music Director (MD) and Board of Directors, the Interim Managing Director oversees many aspects of operations for the organization, including development and fundraising, day-to-day financials and bookkeeping, marketing, and attendance at board and committee meetings. They assist with program administration as needed. Most hours of work in the office are required, but working from home on occasion is an option. This is a temporary position, likely lasting 6-9 months as the organization conducts a national search for a permanent executive director.

***Essential Functions:***

**-Development:** Responsible for executing fundraising activities, and for cultivation of all sources of support including alumni, corporations and friends, in conjunction with the Board Development Committee.

- Working closely with Board Development Committee, plans and executes several annual fundraising campaigns directed to individual donors, including written, email, social media, and in-person appeals.
- Participates in all aspects of grant research opportunities and oversees the grant application process to private foundations and government sources.
- Monitors reporting requirements on active grants and works with Development Committee to facilitate accurate and timely completion of those mandatory reports
- Participates in the planning and execution of one to two Fundraising Events per year in conjunction with the Events Committee
- Supports donor cultivation including thank you letters and special donor events and invitations

**-Marketing and Communication:** Produces and maintains a wide array of marketing materials in hard copy and online to ensure widespread visibility of the organization.

- Continuously works to expand marketing initiatives to new and wider constituencies.
- Places advertising where appropriate for auditions and concerts.
- Maintains relationships with Press through a variety of local media, including newspapers, online sources, and radio.

**-Administrative Duties:** Plans annual budgets and manages all day-to-day accounting.

- Maintains QuickBooks accounting to track all organization finances, with regular monthly reporting to the Board Treasurer
- Keeps careful financial records and manages all accounts receivable and payable
- Keeps close relationship with Accountant for timely production of all annual Financial Reviews, Tax Filing 990, and PA and NJ Charity Registration documents
- Manages Payroll each month to ensure all staff are paid correctly and on time
- Develops an annual Budget for the organization

**-Operations:** As needed, participates in the execution of various administrative aspects of the youth orchestra program of auditions, rehearsals, performances, and other projects, working closely with the Music Director and Conductors.

- Maintains close relationships with and regularly communicates with various orchestra constituents including musicians, families, music teachers, potential auditionees, collaborating soloists and arts groups, rehearsal and concert venues, and recording engineers. Much of this work will be done in collaboration with the Program Manager. Fosters good relationships with the leadership and staff at Roman Catholic Church (rehearsal venue).
- Reviews contracts for partnerships/agreements and venues in conjunction with Executive Committee

- Ensure staffing is adequate and appropriate for weekly rehearsals. The Interim Managing Director may be expected to be present at weekly rehearsals from time to time.
- Attend all PSA performances, acting as a management representative of the organization.
- Creates and distributes organizational emergency preparedness as appropriate, to staff, board, and constituents.

-Other duties as needed

***Qualifications:***

- Interest in and knowledge of orchestral classical music preferred
- At least 3-5 years of experience working in non-profit administration, preferably in a leadership role
- Commitment to and passion for music education at the highest level
- Ideal candidates will have previous experience in a music organization
- Bachelor's Degree
- Excellent computer proficiency, including QuickBooks, Microsoft Office, and Google platforms
- Experience with donor database systems and ticketing system management
- Self-motivated and detail-oriented, with strong ability to multi-task and prioritize goals
- Excellent communication skills in person, by phone, and over email
- Strong writing and editing skills
- Prefer experience in fundraising and grantwriting
- Willing and able to handle confidential information with discretion
- Excellent organizational skills
- Ability to maintain professionalism and flexibility in all circumstances
- Must undergo a background check as a condition of employment

**To Apply:**

Please send your resume, cover letter, and two professional references to Jon Hummel, Executive Director, by email: [jhummel@philadelphiasinfonia.com](mailto:jhummel@philadelphiasinfonia.com), **no later than Friday, August 2**. Applications will be reviewed and considered as they are received. Position is available immediately.