



Executive Director

The **Executive Director** is a critical role to support Sheboygan Symphony Orchestra's (SSO) mission to engage our community through extraordinary musical experiences.

The **Executive Director** is responsible for providing strategic leadership, vision, planning and oversight for the comprehensive fundraising efforts and day-to-day management of the SSO. This position works to foster and sustain relationships in order to secure long-term support of the organization. The role also leads support staff and oversees program management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Fundraising and Development** – Lead all fund-raising activities, including one-on-one and corporate solicitations, with assistance from the Board of Directors. Develop, implement and manage annual comprehensive fundraising plan for SSO to include: a major gifts program, grants, foundations, legacy and cause marketing programs. Promptly ensure all donations are acknowledged, create accurate donor and other revenue source reports. Maintain and manage a donor portfolio. Research new public and private funding opportunities for the SSO.
- **Marketing and Promotion** – Ensure effective communication with SSO constituents to achieve the objectives of the organization. Manage and direct any volunteer or contracted marketing staff. Oversee development and implementation of annual marketing plan, in collaboration with Marketing Committee, to maximize attendance and revenue. Act as spokesperson as needed and provide public information by request.
- **Administrative** – Responsible for record retention, office maintenance, Directors and Officers insurance, and payroll records. Ensure that the SSO complies with all local, state, and federal laws. Ensures the office is staffed during all posted office hours.
- **Planning** – Participate in development and implementation of a strategic plan that supports the SSO artistic, financial, and community engagement objectives.
- **Finance** – With Finance Committee, prepare annual budget, monitor expenditures, and prepare projections on income/expense and cash flow. Oversee the preparation of monthly financial statements and accounts payable and receivable. Supervise bookkeeping, grant expenditures, and reports and cooperate with auditors. Ensure IRS filings are made as required.
- **Board of Directors** – Report to Board of Directors and advise the Board on matters within Executive Director's scope of responsibilities. Attend Board and committee meetings. Regularly meet with President and provide written reports to Board of Directors.
- **Program Management** – Lead and develop the staff members responsible for program management, including Associate Director, Orchestra Manager, and Librarian. Conduct annual performance reviews along with providing recommendations to the board of changes to compensation.

EDUCATION AND/OR EXPERIENCE:

- Minimum of five (5) years experience of increasing responsibility and leadership in a multi-faceted position.
- At least (2) years experience with fundraising and budgeting.
- Bachelor's Degree preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven track record of achieving revenue goals and development metrics.
- Budget management and forecasting experience.
- Experience with software to manage donor relationships, preferred.
- Strong organizational and time management skills with an exceptional attention to detail.
- Ability to forge lasting, trusting relationships.
- Collaborative mindset.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Ability to travel within a 50-mile radius.
- Proficiency with Google Workspace and MS Office, including document, spreadsheet and presentation software.
- Valid Driver's License.
- Some weekends, evenings, and overnights will be required.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee with or without accommodations, to successfully perform the essential functions of this job.

- Office work environment with potential to work remote part of the time.
- Manage multiple priorities and competing needs.
- Work with frequent interruption.
- Sit for extended periods of time.

Job Type: Salaried. Roughly 40 hours per week.

Pay: \$45,000.00 - \$60,000.00 per year based on experience.

Benefits:

- Flexible schedule
- Paid time off

HOW TO APPLY:

Send resume, cover letter, and references to boardpresident@sheboygansymphony.org