

WISCONSIN PHILHARMONIC

Job Title: Executive Director

Job Type: Minimum 30 hours per week; onsite at least 3 days per week; some nights and weekends as required by events

Reports to: Board President

Job Summary:

The Executive Director is responsible for supervising the administration, strategy, and people of The Wisconsin Philharmonic in order to achieve the orchestra's mission. The Executive Director is responsible and accountable for all non-artistic aspects of the organization. The Executive Director will be the face of the Philharmonic, responsible for fundraising, relationship building, and networking, and serve as the chief operating officer, reporting to the Board of Directors.

Job Duties and Responsibilities:

The Executive Director is responsible for Fundraising, Development, External Relations, and organizational finance and operations. He or she will lead annual planning, event production and marketing for the orchestra, as well as serve as the administrative lead of the orchestra. In addition to reporting to the Board of Directors, they will serve as the principal liaison between the Board, staff and orchestra.

Preferred Qualifications:

- Bachelor's Degree or its equivalent
- Strong written and verbal communication skills
- Experience fundraising and managing finances

Salary: \$28.00 -\$33.00 per hour, based on prior experience

Benefits:

- Flexible schedule
- Paid time off
- Bonus pay

Ability to commute/relocate:

- Waukesha, WI 53186: Reliably commute or planning to relocate before starting work (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: In person