



# Executive Director Bach Society of Minnesota Position Description

*November 2024*

The Bach Society of Minnesota (BSM) seeks an Executive Director with a preferred start date of February 1, 2025. This is a full-time position.

- Salary \$52,000 to \$58,000, commensurate with experience, qualifications, and BSM budget
- Full time position, with expectation that all necessary tasks are completed. Hours are flexible and work may vary from approximately 30 hours/week to 50 hours/week during concerts/events. Potentially 4-6 weeks off per year.
- Worksite: Work is remote except for in person work at events.
- Start date negotiable; Preferred Start date: February 1, 2024

## Role

The Executive Director plays an important role in the organization based on three equal pillars (in alphabetical order): Artistic Director-Board-Executive Director and ensures that the Artistic Director and the Board are part of the decisional process. The Executive Director also works closely with part-time Operations Director and with contractors for additional services that may include grant writing, marketing, communication, etc.

The Executive Director assumes

- **An internal role** including overall strategic and organizational management to implement a shared vision of the organization, working in a relationship of mutual trust with Board and Artistic Director. The Executive Director provides Board management, fund development, financial and legal management, and program management working with the Operations Director to realize artistic excellence in projects with musician.
- **An external role** including public relations and marketing, collaboration and community relations including negotiating with artistic partners and government agencies, establishing contacts with donors, and representing BSM in public.

## Specific tasks

- **Overall Strategic and Organizational Management** – Work with Artistic Director and Board to develop/implement strategic and annual plans and ensure organizational capacity to implement the plans (including hiring and overseeing staff).
- **Board Management** – Provide support to Board including working with Artistic Director and Board chair to draft Board agendas, developing materials for Board packets, attending all Board meetings, working with Secretary to finalize and distribute minutes, welcoming/orienting new Board members, and working with Board and Artistic Director to identify new board members.
- **Fund Development** – Work collaboratively with Board (especially Development Committee), Artistic Director, and grant writer to ensure availability of resources to implement the overall strategic plan. Work with Development Committee to create and implement annual development plan. Research foundation and government grant opportunities and deadlines, ensure proposals are written and submitted, and oversee management of grants received. Write and oversee distribution of individual donor appeals. Manage

NEON CRM to securely and accurately maintain records of donations, thank and develop/maintain relationships with donors.

- **Financial and Legal Management** – Work with Artistic Director and Operations Director to develop annual budget for Board approval. Monitor budget and provide monthly reports to board. Ensure expenses are paid and revenues tracked according to accepted business practice. Provide financial records to accountant on quarterly basis. Work with accountant to ensure accuracy of year-end financials. Work with Operations Director to ensure filing of federal and state employment and legal forms. Purchase liability insurance as required.
- **Public Relations/Marketing** – Ensure management of website, publicity for concerts and workshops, press releases and weekly emails to publicize concerts, and coordinate social media. Work with graphic designer to develop annual concert brochure, concert postcards and programs, and other media as needed. Coordinate printing of programs. Work closely with contract website team and digital marketing contractor.
- **Collaboration/Community Relations** – Develop and maintain good relations with venues, strategic partners, other arts organizations, public agencies and the media. Facilitate collaborations on local, national and international level.
- **Program Management** – Work closely with Operational Director to ensure logistical support for concerts and workshops. Attend all concerts and cultivate audience relationships. Ensure all administrative tasks related to and educational activities of BSM including concerts, workshops and outreach activities at schools and universities. Work with Operations Director (and contractors as allowed by budget) to ensure:
  - Contracting with concert and rehearsal venues; hiring and communication with musicians re program and rehearsal schedules; coordination of travel and lodging for musicians as needed, and payment in timely way.
  - Coordination of ticket sales and front-of-house for concerts,
  - Coordination of food and set up for concert receptions as needed, management of concert volunteers, contracts for ASL interpreter if requested.
  - Tracking of measures for each program including audience, revenue, expense, audience satisfaction, etc.
  - Coordination with workshop hosts for venue, publicity, program and registrations.
  - Coordination of Mobile Mini Concert venues, musicians and publicity.

## **Requirements**

- Extensive experience with fundraising and development
- Collaborative approach and desire to work as team
- Excellent organizational skills
- Excellent interpersonal skills
- Attention to detail and ability to look at big picture
- Self-disciplined and able to work with little supervision
- Excellent writing skills
- Ability to meet deadlines
- Passion about Baroque music
- Good computer skills
- Skill with Microsoft Office and ability to learn to use QuickBooks and NEON-CRM.

**To Apply** Send letter of interest and resume/CV to [Events@BachSocietyMN.org](mailto:Events@BachSocietyMN.org)