

Fargo-Moorhead Choral Artists Executive Director Job Description

FTE: 0.35 (10-15 hours a week and the salary will be \$20-25/hr. based on experiences and qualifications)

Position Summary:

FMCA is looking for an executive director to provide leadership and support for our thriving non-profit arts organization. Our new executive director will be a team player with strong organizational and planning skills.

Reporting relationships:

Leadership: Board of Directors

The following functions are essential to this position and not intended to be all-inclusive. An employee may be directed to perform other reasonable job duties and responsibilities. FMCA reserves the right to revise or change the job duties and responsibilities as needed, and the position description will be updated accordingly. The job description will be amended according to the strengths that our new staff member brings to the organization. This position description does not constitute a written or implied contract of employment.

Job Description:

- Attend and serve as the logistical contact for each concert and event
- Coordinate the annual fundraiser preparation and event logistics
- Budget Management: allocate and track expenses and income, and coordinate with FMCA's accountant and treasurer to provide financial reports to the board of directors
- Grant Funding: manage, write, submit, and provide reports to grant funding organizations
- Cultivate and secure corporate sponsorships and partnerships with assistance from the resource development committee
- Develop and implement donor cultivation plans
- Serve as a visible arts advocate in the Fargo/Moorhead area
- Coordinate the production and distribution of concert programs with assistance from the graphic designer and artistic director
- Manage the box office for each concert
- Oversee all organizational contracts, such as venues, guest artists, etc.
- Coordinate volunteer committees
- Administrative Duties:
 - Routine office tasks
 - Ticket pre-sales
 - Bulk mailings
 - Database entry
 - Concert productions
 - Donor Tracking
 - Record keeping
 - Thank you notes

Required skills:

- Demonstrated experience with non-profit fundraising, grant writing, and reporting
- Demonstrated strong organizational skills and attention to detail
- Demonstrated effective interpersonal professional relationships and communication skills (written, oral, and media)
- Demonstrated experience with Windows, Word, and Excel
- Experience with or ability to learn Quickbooks, DonorDock, Square, Eventbrite, and other web-based non-profit and event management applications

Preferred skills and qualifications:

- Event Planning
- Minimum 3-5 years professional office experience

Education Required:

Bachelor's degree or similar level of education

Work schedule:

Predominantly flexible hours, with some required evening/weekend hours based on FMCA event and meeting schedule

Job Type: Part-time