

SHEBOYGAN SYMPHONY ORCHESTRA
Job Description & Posting
Executive Director
April 25, 2022

The Sheboygan Symphony Orchestra seeks a dependable, innovative, nonprofit management professional with experience in fund development and a love of music to take the helm of our beloved community-based, professional orchestra as we welcome our new maestro!

The Sheboygan Symphony Orchestra is the oldest continually active orchestra in the State of Wisconsin, performing concerts since 1918. Our mission is to “engage the greater Sheboygan Community through extraordinary musical experiences” for people of all ages and backgrounds.

Job Summary

The Executive Director for the Sheboygan Symphony Orchestra is a full-time position. Some nights and weekends are required.

Reporting to the Board of Directors, the Executive Director is responsible for managing the financial and personnel resources of the Sheboygan Symphony Orchestra (SSO). Working with the Board, the Executive Director is responsible for fundraising and development including special events and grant writing. The Executive Director implements policies as set by the Board and is responsible and accountable for all aspects of the organization.

Job 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. Supervise the preparation of grants and cultivate relationships with granting agencies. Promptly ensure all donations are acknowledged, create accurate donor and other revenue source reports.
- **Board of Directors** – Report to Board of Directors and advise Board on matters within Executive Director’s scope of responsibilities. Attend all Board and committee meetings. Regularly meet with President and provide written reports for Board of Directors’ meetings as needed.
- **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 made as required.
- **Administrative** – Recruit, select, supervise, and evaluate administrative staff. Responsible for record retention, Directors and Officers insurance, payroll records, and office maintenance. Ensure that the SSO complies with all local, state, and federal laws. Oversee the activities of the SSO staff.
- **Planning** – Participate in development and implementation of a strategic plan that supports the SSO artistic, financial, and community engagement objectives.
- **Artistic Administration** – In collaboration with the Board of Directors, Music Director, and other staff, oversee development and implementation of annual master plan for orchestra operations, which includes concerts and other events as approved by

the Board. With Board and Music Director, seek new opportunities for performances. Negotiate contracts with guest artists within budget parameters set by Board.

- **Concert Production** –In collaboration with Music Director and staff, ensure that equipment, instruments, licenses, and permits are obtained, and that rehearsals and concerts are properly staffed.
- **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.
- **Education** – Recommend and oversee planning and implementation of education/ engagement programs and maintain positive relationships with schools in collaboration with Music Director and Education Committee.
- **Sheboygan Symphony Youth Orchestra** – In collaboration with Music Director, supervise operations of the Concert Orchestra and the Sinfonia to assure the integration of youth programming in accordance with the SSO strategic initiatives and goals.
- **Chorus** – In collaboration with Music Director, supervise operations of the Chorus to assure the integration of choral programming in accordance with the SSO strategic initiatives and goals.
- **Music Director** – Work with Music Director to balance artistic and financial parameters for each season, and to help develop plans for future artistic growth. With the Music Director, present the draft season program to the Artistic Committee for presentation to the Board of Directors.

The successful candidate:

- Has strong nonprofit or other transferrable experience including human resources, budgeting, and project management
- Can demonstrate success in fund development
- Operates with a high level of autonomy
- Is a team and relationship builder
- Is detail-oriented
- Has a clear and positive written and oral communication style

Salary

\$52,000 - \$65,000 annually

Benefits

The SSO offers paid time off and complementary event tickets for all full and part-time staff. Flexible work arrangements will be considered. We regret that we are not able to offer health insurance at this time.

To Apply

Please send a cover letter and resume to Lauren Rose Hofland:

lauren.saintclairconsulting@gmail.com.

The position will remain open until filled.