



Boulder Chorale Executive Director Job Description

Summary: The Boulder Chorale is seeking an experienced, dynamic leader for the position of Executive Director. This individual will support the mission of the Chorale by serving as the senior staff of the Boulder Chorale, managing all operations, marketing, administration functions for the chorale and serving as a link to the broader community as the face of the organization. The Executive Director will be a key personnel in realizing the Boulder Chorale's strategic plan and mission to *enrich and inspire a broad community through music*.

Background: Founded in 1965, the Boulder Chorale is the region's oldest and largest choral organization. Our organization serves a multigenerational group of over 200 members, ranging in age from 5-92 and spanning across 6 different choirs. The Boulder Chorale is a community of individuals who love to sing, love to be challenged by new and diverse repertoire, and love to perform in a variety of settings.

The chorale is organized into adult and children's divisions. In the Adult division, there are 2 choirs – the Concert Chorale and the Chamber Chorale both led by the Artistic Director with support from an Assistant Director. Entry into these groups is by audition. The children's division, the Boulder Children's Chorale, consists of 5 choirs which bridge the range of child development from early elementary to high school and focus on education and healthy vocal growth. The Children's Chorale Artistic Director provides artistic direction as well as conducting one choir, with three additional choir directors leading the remaining 4 choirs.

Both the adult and children's choirs offer their own season programming and collaborate annually on a holiday concert that has become a beloved tradition in the community.

Executive Director Responsibilities:

- **Organizational Leadership** – The Executive Director must work closely with the Boulder Chorale Artistic Director, the Boulder Children's Chorale Artistic Director, the Executive Committee, the Board of Directors, staff, members (adult singers), parents, volunteers, and constituents to ensure the fulfillment of the Chorale's mission and vision. S/he must be a skilled leader with an overarching view of the Chorale's operations from administration to finances to overseeing the strategic plan. S/he is responsible for providing mission-based leadership and ensuring that all levels of management and activities are for the good of the organization.
- **Development** – The Executive Director will work closely with the board to identify and implement strategies for cultivating, securing and sustaining a strong, diversified, and vibrant means for funding the organization's programs and operations. S/he participates actively with the board and volunteer committees in securing government grants, corporate sponsorships, and multiple venues for individual giving.



- *Community Engagement and Outreach* – In consultation with the Artistic Directors and the Board, the Executive Director will develop a comprehensive strategy to effectively promote the mission and programs of the Chorale, including outreach to the media, schools, retirement communities, the corporate community, the local arts community, and other key partnership organizations.
- *Marketing and Sales* – The Executive Director will oversee the planning and implementation of all marketing, publicity, and sales for events and performances, working with internal staff or an external consultant as needed.
- *Management & Operations* – The Executive Director will work closely with the Operations Manager and other paid and volunteer staff to ensure smooth and effective operation of all aspects of the organization’s programs and administration. Interface with Artistic Directors to assess needs for ongoing education programs and concert performances and oversee implementation of contracts for guest artists and venues and other supports needed for successful programs. Must be familiar with and implement sound Human Resources procedures, including adherence to EOE practices and state and federal labor regulations.
- *Financial Management* – In partnership with the Board of Directors, the Executive Director is responsible for the financial status of the organization including developing and monitoring the budget and ensuring sound financial controls are in place. Works with the Artistic Directors, the Treasurer of the Board, and the Operations Manager to develop annual operating budgets and ensure accurate, timely reports to the board, funders and the membership.
- *Board Relationship* – The Executive Director must facilitate an open, transparent, and collegial relationship with the Board of Directors. S/he partners with Board President to stay abreast of organizational needs, operations, and transmission of vital information to the Board.

Qualifications:

The ideal Executive Director candidate will possess these qualifications:

- A passion for our mission to enrich and inspire a broad community through music;
- High-level leadership experience, preferably with nonprofit organizations;
- Bachelor’s degree (or higher) in a relevant field;
- Clear and concise written and oral communication skills;
- Financial acumen, including experience creating and managing budgets;
- Understanding of and successful track record in marketing and fundraising;
- Experience negotiating contracts and scheduling events;
- Skilled at working with a diverse constituency and managing both paid and volunteer staff;
- Positive character traits, including strong values, high integrity, and a commitment to accountability, openness, and thoughtful communication;



- Skilled at relationship-building, especially with potential donors, peer organization leadership, new board members, the community, and constituents;
- A “can do” person, willing to wear many hats;

Compensation and Hours:

This is a salaried position which we anticipate will require 25-30 hours per week initially, with the potential for growth in the future. Benefits (vacation and holidays) to be negotiated.

To Apply: Please email your resume with a cover letter describing how you meet the qualifications for this position to Jobs@BoulderChorale.org. Please use “Executive Director Search” in the subject line. All application information must be received via email – no hard copies will be accepted. No phone calls, please.

Boulder Chorale values diversity and inclusiveness and is an equal opportunity employer.

For more information, please visit <https://boulderchorale.org/>.