



POSITION AVAILABLE: Executive Director

BACKGROUND: Westrick Music Academy provides opportunities to grow through the pursuit of musical excellence in a supportive, collaborative, and joyous environment for youth choristers and musicians of all ages in the central New Jersey and Bucks County communities.

Founded in 1989 as Princeton Girlchoir, Westrick Music Academy is now home to Princeton Girlchoir and Princeton Boychoir, the area's premier training and performance choirs for boys and girls. The choirs present music from a wide array of genres and composers. While honing their musicianship, our choristers begin life-long friendships, enjoy professional performance opportunities, and travel the world. Choristers in third through twelfth grade come from towns throughout central New Jersey and eastern Pennsylvania to rehearse each week from September through May, performing in approximately 40 concerts and events throughout the year. The groups have been honored to partner with world-famous musicians and perform in prestigious concert halls across the country and around the world. In addition, Westrick Music Academy continues to grow new music education and performance opportunities for students of all ages and backgrounds.

POSITION SUMMARY: The Executive Director is a leader and chief spokesperson for the organization, responsible for the executive function of Westrick Music Academy, including administrative staff supervision, IT oversight, financial management, development and fundraising, marketing/communications, and community/parent outreach. In partnership with the Artistic Director, develops, implements, and monitors strategies that achieve organizational goals, objectives, and long-range plans. Reports to the Board of Directors.

RESPONSIBILITIES:

- A. Management and Operations:** Oversee all day-to-day operations, directing and supervising staff and contractors to achieve the organization's goals and objectives, delegating responsibilities as necessary to effectively accomplish organization goals.
1. Within budget parameters established by the Board of Directors, create and maintain job descriptions for positions necessary to accomplish the coordination of program operations, member relations, and office administration
 2. Interview, hire, train, and retain appropriate staff to realize the above model
 3. Create administrative structure and decision-making mechanisms that promote a productive working atmosphere and effective staff relations
 4. Arrange and prepare agendas for regular meetings of the staff to ensure proper integration of artistic and administrative efforts
 5. Conduct annual assessment of direct reports and monitor performance against objectives, taking corrective action as needed
 6. Assess organizational capacity, identify gaps, and implement systems to deliver desired outcomes
 7. Oversee the planning and execution of regular season concerts in partnership with Artistic Staff members and Operations Manager
 8. Work with Artistic Staff members in the planning and execution of regular performance tours.

9. Oversee management of the database, website, and other technology needs
10. Oversee effective use of volunteers in support of the organization's plans and programs

B. Financial Management: Prepare budgets and manage financial operations in accordance with approved budget and governmental regulations.

1. Determine, with Artistic Director, upcoming season and administrative costs
2. Work closely with the treasurer on budget preparation and approval, regular projections, and anticipation of potential problems
3. Supervise staff payroll
4. Authorize purchases in accordance with Board policy and budget considerations
5. Maintain records and monitor accounts, including contracts, agreements, financial and tax records
6. Monitor expenses to budget line items; coordinate proper expense allocations with bookkeeper
7. Together with treasurer, prepare annual budget, regular variance analyses, annual financial audit, and preparation of tax filings for presentation to the Board
8. Ensure financial policies and procedures are followed to comply with all local, state, and federal tax regulations, prepare and file reports as needed

C. Development and Fundraising: Guide the creation of a comprehensive development program, develop comprehensive plans that maximize contributed income, and assume a leading and active fundraising role in consultation and cooperation with the Board

1. Guide the strategy for cultivating, securing, and sustaining individual donors and corporate sponsors
2. Identify and pursue appropriate funding opportunities from individuals, foundations, corporations, and government agencies with the Board of Directors, Artistic Director, and Development Director
3. Strategize and execute the most effective donor stewardship methods with the Board and Development Director
4. Develop materials to support development efforts
5. Assist Development Director and Board in planning and execution of annual appeal and fundraising events
6. Ongoing evaluation of progress toward fundraising goals established in cooperation with the Development Director and Board
7. Partner with any and all committees to execute all development efforts

D. Marketing and Communications: Oversee a comprehensive strategy to market Westrick Music Academy throughout our area

1. Oversee development and implementation of comprehensive marketing plan, including but not limited to press releases, advertising, calendar listings, brochures, public service announcements, direct mail, and electronic and social media campaigns
2. Work with Communications Director to plan a program of outreach activities to increase awareness of the programs by corporations, grant sources, and the general public
3. Oversee the development and maintenance of the WMA website, ensuring timeliness and accuracy of posted information
4. Oversee production of online and print concert program materials

5. In partnership with Artistic Director and Operations Manager, seek out paid performance opportunities for choirs as appropriate
6. Work with staff to implement marketing plan, measure and report results to appropriate committees and Board

E. Community Relations: Clearly present the organization in a professional manner

1. Develop an ongoing relationship with arts, cultural, and business peers in the community
2. Represent WMA at community functions; act as a spokesperson to the media, government agencies, corporate community, foundations, funders, and the school community

F. Board of Directors: Work with the Board of Directors to help them fulfill their functions.

1. Serve as principal professional resource to the Board and key committees, assisting them in matters of policy formulation and interpretation, strategic plan development and implementation
2. Implement the policies established by the Board through the administration of the organization and its activities
3. Create a culture of partnership between Board and Staff based on genuine trust and respect for each other's contributions
4. Coordinate and assist Board President in arranging for Board and Executive Committee meetings and Board retreats
5. Attend all Executive Committee and Board meetings, reporting regularly on news, progress, problems, and organization needs at such meetings
6. Assist Board members and committees as appropriate in the performance of their duties
7. Assure timely and accurate implementation of Board directives, coordinating activities with other staff
8. Actively support the recruitment of a diverse Board whose interests, talents, commitments, and values are congruent with the vision, mission, and needs of WMA

G. Performs Other Duties as Assigned or Needed: These multifaceted responsibilities call for demonstrated organizational and leadership skills, management experience, and an ability to collaborate with artistic and administrative staff, board, and community members.

QUALIFICATIONS:

- Bachelor's Degree or equivalent experience, preferably in Arts Management, Music, or Liberal Arts
- Minimum 5+ years of demonstrated experience as a nonprofit Executive Director or other senior position in a nonprofit arts organization
- Proven people management experience
- Excellent written and verbal communication skills and outstanding interpersonal skills required
- Comfort in interactions with Board members, donors, external advisors, colleagues, Artistic and Administrative staff, choristers, and families
- A commitment to the principles of diversity, equity, and inclusion, and experience implementing programs that ensure DEI goals are achieved across the organization
- Demonstrated experience in fundraising with a variety of constituencies
- Understanding of nonprofit fiscal management

- Proficiency in Microsoft Office, database software, email programs, social media, and willingness to learn new programs as needed
- Proven ability to build community networks
- Ability to manage time and priorities independently and adapt to changing priorities
- Ability to work with youth and families from a variety of backgrounds required
- A passion for music and the arts

REPORTS TO: Westrick Music Academy Board of Directors

HOURS: Full-time position, including evening and weekend events. Hybrid work schedule available.

COMPENSATION: Salary is commensurate with experience. Benefits include health insurance, paid time off, flexible hours, and travel reimbursement. All Westrick Music Academy employees and their immediate family members also receive half-price tuition for most WMA programs.

TO APPLY: Please send cover letter and resume to Jobs@WestrickMusic.org and reference Executive Director in the subject line.

WMA does not discriminate in its hiring, compensation, or other employment practices on the basis of disability, race, color, gender, age, national origin, religion, creed, sexual orientation, gender identity, marital status, or any other basis prohibited by law.