

**Central Texas Medical Orchestra
Executive Director
Position Description**

Position Title: Executive Director
Reports To: CTMO Board of Directors
FLSA Status: Exempt

Summary

Working with the Central Texas Medical Orchestra (CTMO) Board of Directors, the Executive Director is responsible for overall management and operation of the Central Texas Medical Orchestra and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

Essential Duties and Responsibilities

The Executive Director's primary responsibility will be to act as the chief administrative officer for the Central Texas Medical Orchestra a 501(c)(3) non-profit classical music performance and education corporation and be accountable for the following areas: Development / Fundraising, Business / Operations and Financial Management, Marketing / Public Relations, External and Community Relations and Board Relations.

This position acts as the "face" of CTMO by establishing and cultivating strong partnerships among all internal and external stakeholders throughout the region. This position is responsible for developing and nurturing a motivated Board of Directors to maximize effectiveness of the organization's governance, mission, vision and goals for the CTMO. Key characteristics for success include:

- Business Savvy and Entrepreneurial Spirit
- Strong Community Network (e.g., business/relevant contacts)
- Intuitiveness
- Dynamic Leadership Experience
- Strong Work Ethic
- Self-motivated
- Collaborative Abilities / Team Builder - across all constituents
- Customer-focused
- Goal/Outcome Oriented
- Tenacity

Qualifications

Ideal candidate would have prior experience with a 501(c)(3) Music/Arts organization and be very familiar with the City of Austin Cultural Contracts Process, highly organized and detail-oriented.

Evaluation

The President of the Board of Directors evaluates the Employee's performance annually. The evaluation will include a written review of job responsibilities. A written summary of the evaluation is provided to the employee with another to be filed in the employee's personnel record.

**Duties, Responsibilities,
and Percentages of Time**

% Time	Duty or Responsibility
25%	<p>Development:</p> <ol style="list-style-type: none"> 1. Create and monitor comprehensive fundraising strategies, for both the upcoming season and the long term. 2. With the board, evaluate progress toward goals on a regular basis. 3. Prepare, or cost effectively outsource grant applications, the execution of individual donor campaigns, special events, annual appeal and follow-up. <ol style="list-style-type: none"> a. Prepare annual application for City of Austin funding. b. Maintain current information on potential funders. c. Do required reporting to City of Austin and other funders 4. Identify, cultivate and close new donors—public, foundation, and corporate - in tandem with the board and/or volunteers. 5. Move existing donors (individual, foundation and corporate) to higher levels of commitment. 6. Prepare foundation and government reports. 7. Draft a development plan for consideration by the various committees within The Central Texas Medical Orchestra. With each chairperson, facilitate the committee’s process to finalize the plan (i.e. marketing plan for new fiscal year drafted and written by the marketing committee and finalized by the Executive Director). Disseminate the final plan by each committee to the Board that clearly lists all goals, products, tasks and timelines. 8. Oversee the maintenance and updating of a computerized database of donors
15%	<p>Marketing & Public Relations (either directly or oversee work by staff or volunteers)</p> <ol style="list-style-type: none"> 1. Draft a marketing/PR plan for consideration by committee. With committee head, facilitate goal setting and planning process. 2. Design, produce and distribute season brochures and concert programs for Central Texas Medical Orchestra 3. Produce and disseminate written plan that clearly lists all goals, products, tasks, and timelines as established by the committee. 4. Maintain databases for subscribers and media; coordinate with volunteers to ensure maintenance of master mailing list. 5. Write and send all PR/press and media releases according to established schedule and as appropriate for special announcements. Serve as the main media contact for Central Texas Medical Orchestra 6. Oversee the maintenance and updating of the website design, content, functionality and e-purchasing.
10%	<p>Community and External Relations:</p> <ol style="list-style-type: none"> 1. Develop and maintain positive relationships within the fundraising community. 2. Represent Central Texas Medical Orchestra at community functions, and with the media, government agencies, corporate community, foundations, educational community and any group of potential supporters. 3. Along with board members & staff, broaden the impact of The Central Texas Medical Orchestra throughout the region. 4. Identify and facilitate speaking appearances of the Executive and Music Director as beneficial for the Central Texas Medical Orchestra.

20%	<p>Financial Management:</p> <ol style="list-style-type: none"> 1. Manage financial operations in accordance with approved budget and governmental and tax regulations. 2. With the Board President and Treasurer (and input from the Artistic and Education Director), prepare annual operating budgets and submit for Board approval. 3. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity. 4. Monitor budget line items and coordinate expense allocations assuring timely payment to artists, and staff. 5. Prepare and present annual budget variance analysis. 6. With the board, identify and evaluate progress toward financial goals on a regular basis. 7. Coordinate / oversee year-end audit process in cooperation with Board Treasurer 8. Ensure that accurate book of accounts and bank accounts are entered and reconciled. 9. Prepare monthly financial statements, including cash flow projections, for Board review and receivables. 10. Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met. 11. Prepare for annual fiscal year-end audit.
10%	<p>Board Relationships / Governance:</p> <ol style="list-style-type: none"> 1. Maintain regular communications with individual board members to foster productive and participatory board/staff interaction. 2. Assist in identifying and recruiting new board members. 3. Provide supporting information and resources as needed to enable board members to fulfill their responsibilities. 4. Guide organization on 5-year strategic plan process development and implementation. 5. Establish, train and guide committees as needed to implement and supplement fund-raising, marketing, and other efforts. 6. With the board, evaluate progress toward governance goals on a regular basis. 7. Assist president in preparing the agenda content for board meetings.
10%	<p>Operations:</p> <ol style="list-style-type: none"> 1. Create job descriptions, hire, train, and monitor staff. 2. With the assistance of the Board President, negotiate contracts with partner organizations, presenters, and artists. 3. Manage volunteers/staff, and assist where needed, in all matters concerning the successful production of annual performances. 4. With the assistance of staff recruit, direct, support, and train volunteers as needed. 5. Secure required equipment, licenses, and permits.
5%	<p>Concert Liaison:</p> <ol style="list-style-type: none"> 1. Greet guests and key donors at Concerts, ensuring everyone feels welcome 2. Ensure Concert Operations functions smoothly by overseeing the work of the Operations Manager, Staff & Volunteers
5%	<p>Communications Coordination:</p> <ol style="list-style-type: none"> 1. Work with appropriate board committee(s) to develop a comprehensive PR and marketing plan for CTMO. 2. Increase the public, corporate, foundation, and governmental awareness of CTMO. 3. Supervise the preparation and timely dissemination of up-to-date program materials to partner organizations. 4. Create metrics to assess effectiveness of PR and marketing dollars. 5. Generate feature stories in print and broadcast media about the orchestra. 6. Supervise website content and management.

To inquire, please contact Walter Laich at ewlaich@gmail.com.