

## Stand In the Light Memory Choir

Mission: The Stand in the Light Memory Choir (SITLMC) uses the power of singing to move people with early to mid-stage memory loss and their care partners to rediscover themselves, make new friends, laugh together, learn together and contribute to their community.

### Executive Director Job Description

Salary: \$34,000/yr. (starting)

Salaried Position: Part time with an average of 15-20 hours/week. Flexible hours. Occasional evening and weekend times for board meetings, performances, and fundraising.

#### Overview:

The Executive Director (ED) shall direct all operations of SITLMC, ensuring the successful accomplishment of its mission and strategic direction. The Executive Director reports directly to the Board of Directors and works closely with the Artistic/Music Director, Administrative Assistant, and the Executive Committee(s) of the Board of Directors.

#### Duties and Responsibilities:

- Plan, organize, and direct day-to-day and long-term operations and programs consistent with the SITLMC mission, including marketing and publicity.
- Conduct Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of SITLMC's current health, and develop a 5-year Strategic Plan for operational growth and health.
- Develop and implement consistent inventory and cost accounting policies, procedures and operational reporting/metrics.
- Prepare accurate and timely analyses of organizational activities and performance trends, for Board meetings and funder relationships, including an annual report summarizing the financial status and program accomplishments of the Choir.
- Creates, in conjunction with the Treasurer, an annual budget to be presented to the Board, including a plan to secure operational funds through donor relations, a multi-tiered fundraising strategy, and grants. Upon approval of the budget, the Executive Director shall oversee and approve expenditures and maintain compliance with award agreements and all relevant laws and regulations.
- Provide leadership to support and manage the efforts of the Artistic/Music Director and administrative assistant. Attends Board and Committee meetings as needed to ensure successful operations.
- Responsible for employment, discipline, and discharge, if necessary, of all members of the paid staff, according to organizational policies and procedures established by the Board.
- Coordinate and lead outreach and development, utilizing a multi-layer approach including current and new development strategies. Implement development campaigns and strategies with post analysis on outcomes from the same.
- Develop and improve new layers of outreach for SITLMC Board to determine implementation strategy. Explore new avenues to spread our message, our donor base, and our exposure to the community, region, and beyond.

- Explore, identify and cultivate strategic relationships with businesses, nonprofits, and funders that share our values and support the arts. Maintain donation/endowment database and fundraising calendar.
- Serve as the spokesperson and public face of the Choir, including conducting interviews with news and media outlets as needed, developing community relations, and always acting in a moral and respectable manner.
- Maintain a working knowledge of dementia causes and mechanisms, as well as an understanding of the cognitive and social benefits that participating in the Choir affords its members with dementia, to perform job duties with sensitivity and effectively communicate these benefits to prospective funders and the community.

#### Executive Director Qualifications/Skills:

- Leadership and management
- Community relations and communications
- Financial management, including an understanding of relevant tax and budgetary documents
- Proficiency in applicable technology (Microsoft Word, Excel, Zoom, Google Docs, etc.)

#### Intangible skills and qualifications.

- Communication - The Executive Director is the liaison between the SITLMC Board, Artistic/music director, administrative assistant, choir and the greater Chippewa Valley community. Because there will be little oversight on the day-to-day, this position requires open and thorough communication from the Executive Director to the SITLMC Board.
- Managing Expectations - The Executive Director is responsible for creating and implementing a mission-aligned strategic plan for Choir growth, while also managing expectations both internally with SITLMC operations and externally with community partners and patrons.
- Enthusiastic Self-Starter - This job requires an independent, self-motivated individual to oversee operations and improve the organization in terms of efficiency, marketing, development, growth, and strategic partnerships.
- Collaboration – As the spokesperson for SITLMC, the Executive Director is responsible for developing and maintaining strong relationships within the community and nonprofit sector, including partnerships with other local choirs and performing arts groups.
- Organized and Flexible – A ideal candidate can pivot seamlessly between tasks, troubleshoot unexpected challenges without compromising person-centered values, and leads with warmth and dynamism.

#### Education and Experience Requirements:

- Bachelor's degree preferred or comparable life/work experience
- Minimum two years of work experience in the non-profit sector
- Demonstrated fundraising experience, including grant writing and management
- Non-profit financial management, including financial documents, budgets, cash flow, income and balance statements, and statements of functional expenses