



NIAGARA SYMPHONY ORCHESTRA

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

REPORTS TO: Board of Directors through Chair of the Board.

SUPERVISES: Office staff

JOB SUMMARY: The Executive Director plays a pivotal leadership role in driving the mission and objectives of the Niagara Symphony Orchestra (NSO). Responsible for overseeing administrative staff, volunteers, financial resources, and operational integrity, the Executive Director takes proactive measures to ensure the organization's success. This includes implementing strategic directives set by the Board of Directors and working in close collaboration with the Music Director to elevate the orchestra's artistic and community impact.

ESSENTIAL FUNCTIONS:

Board of Directors

- Advises the Board on strategic initiatives and operational enhancements to optimize orchestra efficiency and service delivery.
- Acts as an ex officio member of all Board committees, providing valuable insights and guidance.
- Demonstrates proactive involvement in Board meetings, presenting comprehensive reports and recommendations.
- Collaborates with the Nominating Committee to recruit and onboard talented individuals who can contribute to the organization's growth.

Development/External Relations/Fundraising

- Leads strategic initiatives to cultivate and secure support from individual donors, corporations, and foundations, fostering a culture of philanthropy within the NSO community.
- Develops and executes dynamic fundraising strategies, leveraging various channels such as grants, sponsorships, endowment campaigns, and planned giving to sustain and advance organizational goals.
- Takes a hands-on approach in preparing and submitting grant applications and reports, ensuring compliance with deadlines and requirements.

- Ensures meticulous acknowledgment of contributions and maintains accurate records, fostering strong donor relations and stewardship.
- Actively engages with stakeholders, including volunteer groups, arts organizations, public agencies, and the general public, to enhance the NSO's visibility and impact.

Finance

- Assumes a proactive role in financial stewardship, ensuring the NSO's fiscal health and sustainability.
- Maintains accurate financial records and oversees all accounts in alignment with Board directives.
- Develops comprehensive annual operating plans and budgets, monitoring expenditures and providing regular updates to the Board.
- Ensures responsible utilization of grants and adherence to reporting guidelines, safeguarding the NSO's reputation and credibility.

Production and Marketing

- Collaborates closely with the Music Director to shape and execute artistic objectives, championing innovative programming and guest artist selections.
- Oversees development and implementation of an annual master plan for orchestra operations, aligning rehearsal schedules, concert programs, special events, and audience engagement initiatives.
- Identifies and capitalizes on new performance opportunities, working in tandem with the Music Director to expand the NSO's reach and relevance.
- Demonstrates a visible presence at rehearsals, concerts, and symphony events, actively engaging with musicians, patrons, and community members.
- Spearheads marketing efforts, devising strategic subscription campaigns and promotional activities to maximize ticket sales and audience engagement.
- Cultivates media relationships and secures coverage to generate positive publicity and raise awareness of NSO's impact.

Supervisory and Administrative Oversight

- Working in close collaboration with the Music Director, ensures that the Agreement with the Player's Association is managed with fairness and effectiveness based on a win-win approach.
- Takes a collaborative and team-building approach to staff management, recruiting, training, and supervising administrative personnel to foster a culture of excellence and accountability.
- Conducts performance evaluations and implements personnel development initiatives to optimize team effectiveness.
- Upholds compliance with legal requirements and employment regulations, mitigating risks and fostering a safe, inclusive work environment.
- Demonstrates transparency and accountability in all administrative matters, instilling confidence among stakeholders and partners.

Education and Community Outreach

- Collaborates with the Music Director to develop and advocate for innovative educational opportunities that enrich the community and inspire future generations of musicians.

- Champions and oversees the development and operation of educational programs, including the NSO's Summer Music Camp, providing immersive learning experiences for aspiring musicians and serving as a cornerstone of the organization's educational initiatives.

QUALIFICATIONS

General

- Demonstrates exemplary leadership and communication skills, inspiring trust, collaboration, and excellence.
- Exhibits proactive initiative, strategic vision, and a commitment to continuous improvement.
- Possesses a track record of building and sustaining effective relationships with diverse stakeholders.
- Demonstrates proficiency in financial management, fundraising, and organizational development.
- Embraces innovation, creativity, and adaptability in addressing complex challenges.
- Holds a strong commitment to the mission and values of the NSO and the broader arts community.

Education and Experience

- Holds a post-secondary degree in relevant fields or possesses equivalent professional experience.
- Brings a minimum of five years of progressive leadership experience, preferably in the arts or nonprofit sector.
- Demonstrates a deep understanding of music and may possess experience as a musician.
- Exhibits a proven track record in donor stewardship, fund development, and grant management.
- Possesses exceptional oral and written communication skills, with fluency in English.
- Demonstrates a strong commitment to professional growth and ongoing learning.