



**LES  
DÉLICES**

DEBRA NAGY, DIRECTOR

P.O. Box 602187  
Cleveland OH 44102  
[www.lesdelices.org](http://www.lesdelices.org)  
[info@lesdelices.org](mailto:info@lesdelices.org)

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## Position Opening: Executive Director

### Opportunity Summary

Les Délices seeks its first Executive Director to enhance capacity, harness momentum, and propel the organization to a new level as they enter their second decade. Alive with a passion for early music and a deep belief in the positive impact that music and the arts has on the wellness of our communities, Les Délices is building audiences while making a strong case for the relevance and impact of their work. Their recent three-year strategic plan (2017-20) has resulted in impressive growth under the combined artistic and executive direction of their founder.

### About the Organization

Early music chamber ensemble Les Délices (in English, *The Delights*) has earned a national reputation for unique, creative programming that spans the Medieval to Classical periods. Their performances in concert halls, libraries, homeless shelters, or for kids emphasize excellence, thoughtfulness, and approachability, causing the New York Times to comment, "concerts and recordings are journeys of discovery." Founded in 2009 by Debra Nagy, Les Délices produced 30 events in Northeast Ohio last season that included their annual 4-program subscription concert series and free educational and community engagement programs. The group also tours nationally and has recorded four commercial CDs. For more information, please visit [www.lesdelices.org](http://www.lesdelices.org).

### Position Overview

The Executive Director strategizes and directs the organization while working in close coordination with the Artistic Director to achieve the mission, vision and goals of Les Delices. The Executive Director has responsibility for strategically positioning the organization for future growth at the direction of the Board of Directors. Responsibilities include leveraging the organization for optimal organizational impact through leadership in fund development and financial sustainability and growth. The Executive Director is responsible for managing staff for the purpose of carrying out the mission of Les Délices.

### Position Responsibilities

- **Organizational Leadership**
  - Develop and implement strategic direction
  - Manage and delegate to staff
- **Financial Sustainability and Growth**
  - Establish goals for earned and contributed income
  - Create and monitor annual and project budgets
  - Manage and oversee Financials
- **Fund Development**
  - Create and implement annual fundraising plan
  - Serve as principal contact for donors, funders and organizations
  - Research and pursue public and private foundation funding opportunities
  - Manage deadlines for grants and reporting requirements
- **Community and Board Relations**
  - Serve as primary contact for organizational partnerships
  - Serve as primary liaison for board and committee meetings or initiatives
  - Interface with board leadership positions, i.e. President and Treasurer
  - Cultivate an effective volunteer network



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- **Marketing and Operations**
  - Create and implement marketing plan
  - Negotiate contracts

## Qualifications

1. Education and Experience
  - Bachelor's degree required; Master's degree preferred
  - 5+ years experience in Arts Management and/or non-profit management
  - Demonstrated leadership experience in performing arts organization
  - Experience working with a non-profit board
  - Demonstrated experience in establishing and implementing fundraising
2. Skills and Knowledge
  - Ability to think and plan strategically
  - Excellent planning and management skills
  - Exceptional organizational skills
  - Excellent written and oral communication skills
  - Demonstrated experience and success in grantsmanship
  - Technology skills sufficient to work in a virtual office using Salesforce CRM, Microsoft Office, Dropbox, Gogledocs, social media applications highly desired. Project/Team management tools such as Asana, QuickBooks Online, Wordpress, or similar highly desired
  - Knowledge of music history sufficient to work knowledgeably with the Artistic Director to help plan tour offerings, write press releases, and proofread programs/other documents
3. Behavioral Characteristics
  - Ability to take initiative and establish clear priorities
  - Ability to work independently and creatively in decision-making and problem-solving
  - Ability to delegate effectively
  - Skilled at attending to details while holding a big-picture perspective
  - Ability to adapt quickly and intelligently to changing environment and/or new opportunities while considering organizational goals and mission
  - Ability to establish personal relationships with donors, board members, foundation officers, musicians
  - Ability to create, extend and leverage local contacts and networks
  - Enthusiasm and positive outlook in leading a young artistic organization
  - Passionate about the mission of Les Delices and committed to our communities

## Compensation and Benefits

Full Time Exempt Position: \$50,000-\$55,000 plus Health and Retirement Benefits

**To apply, email cover letter and resume by Nov 15, 2019 to:  
Debra Nagy, Artistic Director, at [debra@lesdelices.org](mailto:debra@lesdelices.org)**