

CHAMBERFEST CLEVELAND

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

ChamberFest Cleveland presents a world-class, intensive, summer chamber music festival that features internationally renowned musicians, explores unique and immersive thematic programming, and creates original, engaging musical experiences for its audiences. This annual Festival nurtures and enriches classicals music in our community and strengthens bonds between musicians and audiences.

The Festival has enjoyed impressive growth over its ten-year history. It has attracted top talent from the international chamber music circuit and has received critical acclaim locally as well as nationally. Audiences have grown consistently, and ChamberFest Cleveland is now considered one of the premiere music festivals in the country.

Working in close partnership with the Co-Artistic Directors and Board leadership, the Executive Director will direct the growth of the organization while maintaining its strong financial position and increasing and diversifying audiences. ChamberFest seeks a committed partner who will bring a passion for chamber music, demonstrated success in fundraising and marketing, solid understanding of arts administration, and strong managerial skills to the position.

Position Summary: The Executive Director oversees the daily operations of ChamberFest Cleveland, including fundraising, audience development, marketing, Board communication, and financial management. Reporting to the Board of Directors and supervising a part-time Operations Manager, who manages the festival, the Executive Director brings energetic leadership, strategic thinking, and an entrepreneurial spirit to this highly respected chamber music Festival. Specific responsibilities include:

Board/Governance: The Executive Director will:

- Meet with the Board President, Board Chair, and Co-Artistic Directors to establish goals for Festival Season
- Oversee all daily operations of ChamberFest
- Serve as staff liaison to Board of Directors and Advisory Board, ensuring proper and timely communications, and coordinating and executing plans that adhere to Board-approved policies and procedures
- Work with Board President and Chair to develop meeting agendas
- Create, coordinate, disseminate, and communicate Board meeting schedules and logistics
- Create and distribute supplemental materials
- Distribute Board meeting minutes

- Assist in strategic plan development
- Meet with Board members as needed
- Provide strong administrative support to Board committees as needed
- Assist with the identification, cultivation, recruitment, and orientation of new Board members

Development: The Executive Director will:

- Work closely with the Board and Co-Artistic Directors to help develop and direct the timely execution of an annual, strategic, contributed income program including individual, foundation, government, corporate, and other giving sources
- Create and execute an annual fundraising and grant cycle calendar
- Provide donor and prospect research as needed
- Facilitate the identification, cultivation, and recognition of existing and new donor relationships in accordance with agreed upon strategies and tactics
- Develop and execute direct mail and email fundraising campaigns
- Create fundraising collateral materials
- Provide letter writing, meeting preparation, and communications support to Co-Artistic Directors and Board as needed
- Create, maintain, and update grant cycle calendar
- Supervise grant writers and all other relevant staff across all development functions
- Ensure the proper use, upkeep, and maintenance of the patron manager database
- Create and oversee protocols for the timely receipt and processing of all donations
- Provide administrative support to Board development committee
- Facilitate the development, documentation, and implementation of fundraising policies
- Together with the Board, develop and execute donor cultivation and recognition strategies and tactics

Financial: The Executive Director will:

- Work with key Board leadership and financial administrator(s) to ensure that the fiscal affairs of ChamberFest are managed in a timely and accurate fashion in accordance with Board approved policies
- Create the annual operating budget in close collaboration with Co-Artistic Directors, Operations Manager, and Board leadership
- Work with Board leadership to establish and implement policies, protocols, and deadlines for timely delivery of operating financial statements, IRS Form 990, Form 1099 to all artists and service providers, and the preparation of an annual independent financial review
- Supervise ChamberFest's bookkeeper to ensure execution of daily and weekly bookkeeping tasks, timely payment of bills, and processing of expense reimbursements

Marketing and Public Relations: The Executive Director will:

- Work closely with the Co-Artistic Directors to create and implement a comprehensive marketing plan and schedule, including pricing, advertising, media relations, and use of mailing lists in accordance with Board approved budget and goals for audience development and diversification
- Ensure that all forms of communication are consistent with the ChamberFest brand
- Negotiate a comprehensive agreement with a design team for the creation, production, and timely distribution of all printed material, including brochures, posters, postcards, mailers, and handouts, as well as print and on-line ads
- In collaboration with the Operations Manager, organize all raw materials, including copy for all forms of advertising and purchase radio, print, and on-line advertising
- Provide direction and oversight for all box office functions including ticket fulfillment and targeted special offers
- Oversee and coordinate all public relations functions with relevant personnel, approving press releases, and providing up to date information
- Direct social networking platforms to support all marketing and public relations initiatives; coordinate with classical music radio station on a Festival broadcast schedule
- Maintain up-to-date website in and outside Festival season

Administrative: The Executive Director will:

- Maintain a well-functioning and professional office
- Create systems, policies, and procedures for filing, office systems, data management, and personnel management
- Direct all staff, interns, and volunteers in the correct execution of all functions except those relating to the annual Festival
- Ensure that proprietary information is kept in appropriate and secure places

Reporting: Reports to the Board of Directors

Compensation: Salary commensurate with background and experience

Hours: Part time with flexibility. Full time hours required for the period leading up to, during, and immediately following the Festival; flexible hours during other parts of the year.

Skills, Experience, and Personal Characteristics:

Skills and Experience:

- Highly seasoned arts administrator with experience in multiple functions
- Demonstrated success in all areas of development and fundraising
- Experience in marketing, public relations, and community relations
- Supervisory experience
- Experience working with boards
- Strong writing and communication skills
- Comfortable using technology (Microsoft Office, donor/patron databases, social media]

Personal Characteristics:

- Team player
- Highly organized
- Flexible and adaptable
- Able to contribute both as supervisor and individual performer
- Entrepreneurial
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To apply: Email cover letter and resume to Board Chair Rebecca Carmi at jobsearch@chamberfestcleveland.com

No phone calls, please.

ChamberFest Cleveland is an Equal Opportunity employer committed to diversity and inclusion in all aspects of its operations.