

Ellsworth Community Music Institute

Executive Director

Position Description

Reporting to the Board of Directors (BOD), the Executive Director (ED) will have overall strategic and operational responsibility for Ellsworth Community Music Institute's (ECMI) staff, programs, development activities, and the execution of its mission.

Responsibilities

Leadership and Management:

1. Ensure ongoing organizational excellence and consistent quality in administration, finance, fundraising, communications, and systems; manage timelines and resources required to achieve ECMI's strategic goals
2. Engage and energize ECMI's board members, advisors, volunteers, alumni, and funders
3. Develop, maintain and support a strong board of directors, serve ex-officio on all committees, seek and build board involvement with strategic planning for ongoing operations
4. In collaboration with the Artistic Director retain ECMI's teaching faculty and management team to ensure ECMI students receive high-quality instruction
5. Ensure effective systems to regularly evaluate program components, including student progress and satisfaction, faculty development, and community relations, in order to measure successes that can be effectively communicated to the board, funders, and other interested parties
6. Manage ECMI's budget to ensure it is financially viable and sustainable

Fundraising and Communications:

1. Expand revenue-generating and fundraising activities to support program operations and mission goals
2. Examine and refine all aspects of communications, from web presence to local media relations and community leaders, with the goal of creating a stronger presence in the Hancock County area
3. Publicize or seek outside contractors to increase participation in musical presentations and school activities
4. Develop relationships with other music organizations to promote enhanced programming and performance opportunities for faculty and students
5. Use external presence and relationships to identify new opportunities

6. Inform the board regularly of internal organization matters including relevant staffing, funding, program successes, and priorities

Administration:

1. Manage Institute budget, including concert presentations, tuition collection, and faculty compensation to ensure that it remains financially viable and sustainable
2. Schedule faculty to teach at particular times/days of the week and supervise all administrative staff and volunteers
3. Oversee student experience to ensure a successful and supportive program
4. Manage facilities and equipment, landlord relations, and maintenance and repairs, including the Institute's inventory of musical instruments

Desired Skills and Experience:

1. Experience supervising educational staff and others
2. Knowledge of financial management, including budgeting and reporting
3. Ability to work both independently and collaboratively
4. Strong interpersonal and organizational skills
5. Excellent writing skills

Compensation:

This is a ½ to ¾ time position with the potential for growth to full time, as funding permits. The most predictable time commitments correspond to the school year. The summer months are somewhat more flexible, but currently include at least one benefit concert and our one-week student ensemble program, Arthur Russell Week. Salary and benefits are competitive.

Ellsworth Community Music Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply:

Please email a cover letter expressing your interest as well as a resume to Nancy Colter, Executive Artistic Director, at info@ellsworthcommunitymusic.org