



## **Meadowmount School of Music: Executive Director**

**JOB TITLE:** Executive Director

**JOB TYPE:** Full time, with part time residency at the Meadowmount School of Music in Westport, NY

**RESIDENCY:** Early June - 3rd week of August on-site residency, housing provided; site-visits throughout the year

**PROJECTED START DATE:** Spring 2024

**REPORTS TO:** Board of Directors. This position works in tandem with the Artistic Director- the Artistic Director is responsible for creating and continuing the vision for Meadowmount School of Music, and the Executive Director is responsible for implementing, finding sustainable funding for, and supporting the vision.

**POSITION SUMMARY:** The Executive Director manages operational aspects of the summer program and serves as the chief fundraiser for Meadowmount throughout the year. The role requires an ability to engage current and potential donors and develop a strategy for diversifying and expanding the organization's funding base. The Executive Director must be an excellent communicator, someone who is able to understand and uphold the values and traditions of Meadowmount while propelling the artistic and educational vision of the school through the 21st century. The position requires management skills in all areas of a school and a non-profit organization; Finances, Human Resources, Advertising, and Operations.

### **PRIMARY RESPONSIBILITIES:**

- Serve as the school's chief fundraiser: engage potential donors; develop alumni support; coordinate fundraising for the annual benefit concert; develop a strategy for diversifying and expanding the organization's funding base
- Responsible for budgets, financials, maintenance, and facilities, including, but not limited to;
  - Development of our annual budget
  - Responsibility for maintenance of all insurance plans (health, facilities, instrument, etc.)
  - Some payroll duties
  - Handling employee tax information and questions
  - Timely payment of invoices
- Grant writing
- Actively promote the mission of Meadowmount and its programming and develop relationships with the surrounding communities

- Work closely with the Artistic Director, the Director of Operations, and the Board of Directors to design and execute operational plans

**Required Experience**

- Strong background in fundraising and development
- Grant writing
- Organizational management, including Human Resources management
- Non-profit financial management
- Excellent communicator, excellent organizational skills

**Preferred Experience:**

- Knowledge of the classical music industry
- Experience working with a summer seasonal organization

**Application Timeline/Process:**

Submit a resume, cover letter, and 3 professional references to the Director of Operations Alice Volkov (careers@meadowmount.org). Applications will be reviewed on a rolling basis starting on March 15, interviews beginning at the end of March.

If selected to move forward in the process, the candidate should expect 2-3 interviews with the Artistic Director, and members of the Board of Directors. After the first interview, references will be contacted.

**Projected Start Date:** Spring, 2024

**Benefits:**

Salary range; \$80-95,000, depending on experience

PTO: 30 days annually and paid holidays (including a week long office closure at the end of December), with the expectation that during the summer months you may be working extended hours and cannot take PTO during that time.

Health insurance is fully covered