



Job Description – EXECUTIVE DIRECTOR

POSITION SUMMARY

The Executive Director (ED) serves as the chief administrative officer for Symphony Tacoma. The ED works closely with the Board of Directors, Music Director, staff, musicians, and supporters of the organization. The position provides leadership and vision which supports artistic excellence, financial sustainability, community education and engagement, and an inclusive, welcoming culture.

KEY RESPONSIBILITIES

- **Leadership & Strategic Vision**
 - Champion principles of equity, diversity, inclusion, accessibility, and belonging (EDIAB) in all actions, decisions, and interactions with internal and external stakeholders.
 - Build a strong working relationship with the Music Director and Board President to guide organizational decision-making and evaluate new opportunities and initiatives.
 - Guide revision and implementation of a Strategic Plan which reflects the artistic and community priorities of Symphony Tacoma; provide regular reports on progress towards strategic goals.

- **Fiscal Responsibility and Oversight**
 - Create and monitor the annual operating budget, providing regular analysis and explanations of significant variations throughout the fiscal year.
 - Oversee regular financial and cash analysis reports which demonstrate the fiscal health and sustainability of Symphony Tacoma operations.

- **Contributed & Earned Income Enhancement**
 - Establish goals, plans, and implementation tools for robust fundraising which includes unrestricted, project-specific, and planned giving donations.
 - Steward existing donor relationships, identify and cultivate new supporters, and lead efforts to solicit major gifts in partnership with board and staff members.
 - Develop strong relationships with foundations, corporations, and government funding agencies.

- Inform and oversee implementation of a marketing strategy which drives ticket sales and engages new audiences at Symphony Tacoma events.
- **Communications**
 - Build a culture of teamwork, collaboration, and open communication.
 - Act as a visible ambassador in Tacoma and the region, building collaborative relationships and increasing awareness of the organization's artistic vision and key programs.
 - Act as a principal point of contact for Symphony Tacoma with the musicians and Orchestra Committee. Lead negotiations with the local office of the American Federation of Musicians for ratifying, implementing, and adhering to Symphony Tacoma's Collective Bargaining Agreement.
 - Guide and enhance Symphony Tacoma's profile in the community through high-quality, thematically consistent print and electronic media imagery and messaging.
- **Administrative Oversight and Board Support**
 - Recruit, manage, support, and retain talented staff capable of carrying out all administrative tasks and functions.
 - Ensure all legal and ethical obligations to employees and contractors are met.
 - Collaborate with the Music Director in the development and implementation of Symphony Tacoma's artistic objectives, including season planning, venue scheduling, concert program development, and contracting guest artists. Ensure artistic goals are balanced with marketability and financial resource factors.
 - Support the Board in understanding the status of Symphony Tacoma operations, and executing its governance and fiduciary responsibility. Help to identify, cultivate and recruit new board members.

QUALIFICATIONS

Qualified applicants must:

- Have a bachelor's degree (master's degree preferred);
- Possess a minimum of five to seven years of increasing responsibility at a performing arts or similar nonprofit organization.
- Reside in or be willing to relocate to the greater Tacoma-Pierce County area.

Candidates should possess:

- Demonstrated success leading and overseeing staff.
- Experience in nonprofit financial management and reporting.
- A track record of successful cultivation and solicitation of major gifts.
- Experience overseeing and implementing a nonprofit Strategic Plan.

SUPERVISORY AND REPORTING RELATIONSHIPS

The Executive Director reports to the Board of Directors through the Board President. This position collaborates closely with the Music Director and supervises all Symphony Tacoma office staff positions.

HOURS AND WORKING CONDITIONS

This is a full-time, exempt position. It is expected this position will average 40 hours per week throughout the year, varying each week depending on the level of activity and programming. Evening and weekend hours are often required of this position, especially during concert production weeks and including events and meetings in the community. The Executive Director may work remotely for a portion of their hours, but is expected to be present in the Symphony Tacoma office for a significant portion of the week.

Working conditions are routine for an office environment. The Executive Director must have personal transportation and a valid Washington State Driver's License, and be able to lift 25 lbs.

COMPENSATION AND BENEFITS

This is a full-time exempt position. Salary \$100-105k (DOQ). Employer-paid Medical, Dental, and Vision care, vacation, PTO, and holidays are provided.

HOW TO APPLY

Submit a resume, cover letter, and written response to the statement below by email to executivesearch@symphonytacoma.org. Applications are accepted until the position is filled; preference is given to materials received by March 29, 2024. Symphony Tacoma is an equal opportunity employer.

Written response statement:

Please attach a statement (maximum two pages) that reflects your understanding and commitment to diversity, equity, and inclusion, and describes how you would express and integrate these values in leading a symphony organization.