

JOB DESCRIPTION – AP EXECUTIVE DIRECTOR

Overview: The part time Executive Director (ED) for the Arapahoe Philharmonic (AP) provides vision, leadership, and expertise in areas such as strategic planning, financial stability, fundraising, marketing, audience development, community outreach, and orchestra management. The ED reports to the Board of Directors' President and supervises the Administrative Director.

Key Success Factors:

- Leader of orchestra efforts and visibility in the external ecosystem: Leads, supports and collaborates on grant preparation, fundraising, campaigns, community events, funders relationships, and marketing/audience plans.
- Leader and subject matter expert of internal processes: Supports internal operations and communication, works collaboratively with the Music Director and Artistic Committee on the planning and execution of the concert season and music programming, and oversees and reports on organization's results to the board of directors.
- Supports execution and provides expertise in strategic initiatives: Serves and works in collaboration with committees, Administrative Director, and Music Director to ensure successful outcomes of strategic initiatives.

Responsibilities:

- Provides visionary, strategic leadership and participates on the Board and Board committees.
- Leads the budget preparation process.
- Together with the Music Director, plans, structures and executes concert programming.
- Oversees and coordinates production and logistics of concert season, music events and online programming.
- Initiates or coordinates communication and calendar management within the AP.
- Responsible for administrative functions such as service agreements and contracts, and serves as primary liaison to venues.
- Uses various types of technology and digital platforms that support the AP (maintains AP website - WordPress, donation platforms, Patron Manager, SurveyMonkey, email campaigns platform, StreamYard, YouTube Premiere, Facebook Live, and social media).
- Supports the AP Board and Fundraising Committee, including all grant preparation, assistance with fundraising campaigns and events, donor appreciation programs, and maintaining relationships with funders.
- Leads development and implementation of marketing plan, audience development, and patron experience tactics, and communicates to patrons/prospective patrons using a variety of media.
- Increases the visibility of the AP in the community and actively engages the community in AP programs.

Qualifications

- Demonstrated expertise in fund-raising, communications, audience development, long-term planning, budgeting, delivery of results on budget, marketing plans and execution, community outreach, collaborations, and creative programming.
- Demonstrated success providing vision, leadership and successful execution in a similar role, ideally in an orchestra or other performing arts entity, exercising sound judgement and providing analysis and recommendations within established guidelines.

- Excellent oral and written communication and interpersonal skills, comfortable with serving as a visible, articulate, and persuasive spokesperson.
- Team player, committed to building strong relationships with internal stakeholders as well as with donors and community stakeholders.
- Self-starter with the initiative to identify what needs to be done and follow through.
- Flexibility, creativity, and adaptability to be able to quickly adjust to changing circumstances.
- Ability to think in new ways that will advance the impact and success of the organization.
- Expert skill level in Microsoft Excel and other MS Suite tools.
- Strong knowledge of WordPress, digital media platforms, email campaigns, and CRM platforms. Desire to learn and incorporate new technology and software for concert streaming.
- Flexibility with hours/schedule including evenings and weekends.