

Friends of the Kotschmar Organ (FOKO) Executive Director

January 2019

The Executive Director provides leadership and energy to fulfill **FOKO's** mission of presenting outstanding concerts and education programs for all ages. S/he works with the Municipal Organist to produce approved concert programming and is responsible and accountable for FOKO's operations. Working with the Board, Municipal Organist and volunteers, S/he enables education programs and community engagement.

The Executive Director develops and implements annual operating budgets within annual and long-term goals for contributed income and audience growth to ensure FOKO's financial stability. S/he is recognized as the public face and voice of FOKO throughout the community. S/he actively seeks out opportunities for partnerships and collaborations with other music, arts and media organizations in the community. S/he supports the fundraising efforts of the Board of Directors by leading fundraising and advocacy efforts with individuals, corporations, foundations and government agencies.

The position reports to the President, Board of Directors or designate and requires participation at weekend and evening performances and events.

Candidate Profile

The ideal candidate is an experienced not-for-profit performing arts executive with proven leadership ability, excellent management skills, and a record of success with marketing, audience development, fundraising and community engagement. Understanding the challenges facing performing arts organizations and possessing the creative energy to address these challenges are necessary requirements of the position. S/he will have a strong interest in music and promotion of musical performances and will be open to new ideas from the Municipal Organist, Board and vendors.

The successful candidate will have experience overseeing production of concerts or other complex events. S/he is comfortable with public speaking and presentation, has excellent verbal and written communication skills and proven relationship-building skills. S/he enthusiastically conveys to others a passion for FOKO's history and mission. S/he should have relevant working knowledge of traditional marketing outlets and social media platforms in order to best connect with current audiences and to develop future supporters. Experience supporting governing boards and providing leadership to volunteers are required. Skill with office organization, Microsoft office, budgeting and financial reporting using Quickbooks, experience with DonorPerfect (or similar database) and use of social media platforms are necessary.

Friends of the Kotzschmar Organ (FOKO)
Executive Director

MAJOR RESPONSIBILITIES:

Public Relations and Marketing

Implements approved marketing activities as provided by Board and consultants. ***
Coordinates marketing activities with vendors of advertising and printing services.
Drafts or acquires text and media for marketing pieces, program notes and organist.
Takes a visible leadership role in promoting FOKO and the Kotzschmar at performances and serves as an ambassador for FOKO at public events.
Interacts and collaborates with counterparts in musical and cultural organizations.

Performance coordination

Implements approved programming in coordination with the Municipal Organist.
Coordinates contractual and other logistical matters with visiting performers.
Prepares programs and ticketing/seating arrangements for performances.
Coordinates with City staff for use of Merrill Auditorium.

Administrative and Financial Operations

Performs banking, accounting, insurance and purchasing tasks. ***
Assures telephone and information resources and technology. ***
Directs and supervises staff and volunteers.

Fundraising

Oversees mailings and database maintenance for donor solicitations. ***
Researches funding sources.
Submits grant applications for support of programs.
Participates with Board members in personal solicitations for support.

Education and Community Engagement

Facilitates Education and Community Engagement activities with committee chair.

Board relations

Communicates regularly with Board and committees.
Maintains contact information for Board of Directors and Advisory Board. ***
Retains attendance records and meeting minutes.

Other tasks as assigned

*** may delegate to staff or contractors

Please note that the search committee will be pleased to receive resumes and applications from candidates who might not meet every requirement but who think that their experience and energy are responsive to our needs.

For more information, please see: www.foko.org.

To apply, please send a letter of interest and résumé to: resume@foko.org