

Part Time General Manager/ Executive Director

Concert Singers of Cary

Cary, North Carolina 27518



Job Details:

Salary: \$15,000 a year

Job Type:

Part-Time 1099 Contractor Position, Remote

Time Commitment:

Flexible Hours with some weekend and evening responsibilities

The Concert Singers of Cary - General Manager

Position Description:

The Concert Singers of Cary (CSC) is opening its search for a General Manager to manage all administrative aspects of the Chorus. The Concert Singers of Cary promotes strength, diversity and empowerment by performing high quality music to entertain, inspire and serve the community. CSC is seeking an enthusiastic and dynamic leader with a passion for the performing arts. The ideal candidate will come with a proven record in fundraising and audience development, with excellent interpersonal and communication skills, along with experience with managing budgets and working with a large group of dedicated volunteers.

Qualifications:

- Minimum Associate Degree (2 yr) or higher
- Prior non-profit work experience or equivalent business experience
- Knowledge of arts/culture organizations preferred
- Ability to work independently to complete tasks
- Ability to multitask, especially during concert season
- Strong written and verbal communication
- Proficiency with Gmail and Google Drive, including docs and forms
- Experience with donor management systems; knowledge of ELEO preferred
- Experience with social media platforms; knowledge of Adobe Pro preferred
- Experience/familiarity with musical terms, scores and orchestration preferred
- Ability to demonstrate tact, maturity, discernment and confidentiality in operations

Accountability:

The position is under direct supervision of the President of the Board and is accountable to the President of the Board, Artistic Director/Conductor, and the Board of Directors.

Principal Duties and Responsibilities:**Development and Fundraising:**

Develop, coordinate, and execute a comprehensive strategy of financial development and support:

- Plan and oversee the individual donor campaign
- Support and oversee fundraising efforts, partnering with the fundraising committee
- Develop the strategy for cultivating, securing, and sustaining corporate sponsorships
- Secure concert sponsorships for upcoming season
- Oversee the preparation and government grant requests and reports
- Develop materials to support development efforts
- Establish and support committees and task forces to implement fundraising projects
- Identify and pursue new sources of contributed income-individuals, corporations, foundations/grants

Marketing:

Develop and implement a comprehensive strategy to market the choir and its programs throughout Cary and surrounding areas:

- Oversee sales of tickets with the goal of increasing ticket sales.
- Oversee development and implementation of comprehensive marketing plan, including press releases, advertising, calendar listings, brochures, social media and other advertising
- Implement and monitor progress of each concert's marketing plan
- Oversee development of all concert programs for printing and mailing as determined by the budget
- Responsible for design and content of the CSC website using qualified volunteer/contracted Webmaster (does not include comprehensive redesigns);
- Increase awareness of chorus by corporations, grant sources, and the general public

Financial Management:

Prepare budgets and manage financial operations in accordance with approved budget and governmental regulations:

- Work closely with the Board Treasurer on budget preparation and approval, monthly projections and anticipation of potential problems
- Determine, with the Artistic Director, upcoming season and administrative costs
- Hire and supervise bookkeeper;
- Monitor expenses to budget line items; coordinate proper expense allocations with Bookkeeper
- Responsible for licenses, contractual arrangements, royalty reports/payment, etc.;
- Manage quarterly Sales and Use Tax Forms; prepare and file Sales and Use Tax Refund forms; prepare items for the accountant to prepare and file taxes;

Grant Writing:

- Prepare grant proposals for foundations, corporations, government entities, and individual donors that address identified organizational funding priorities and include a compelling narrative related to those priorities
- Maintain an annual grants deadline calendar
- Research and recommend funding opportunities from a broad range of sources, linking their compatibility with CSC's funding needs; work with members of CSC's Board to identify and contact key decision makers associated with granting organizations

Membership and Internship Management:

- Works alongside the Membership Coordinator to track membership numbers, dues, and fees
- Screens internship applications and submits candidates to the Board of Directors
- Oversee internship work production and quality
- Works alongside Membership Coordinator to ensure tracking of sheet music purchasing, member uniform and inventory management, and ad-hoc pass-through expenses.

Logistics and Properties

- Responsible for securing facilities and equipment/storage arrangements for concerts, rehearsals, meetings as needed.
- Responsible for concert site coordination and oversight of concert sales tables
- Responsible for securing and managing volunteer ushers and ticket takers.
- Maintain and check virtual phone message line (919-249-6421), if in-use

Compensation:

- This position offers remote work for an average of 10-12 hours per week. The workload varies depending on the proximity of concert cycles and events on the calendar
- The General Manager is required to attend all performances during the four-six concert cycle weeks per year
- The compensation for this part-time 1099 contractor position is \$15,000 per year, and will be based on the candidate's experience
- Salary will be divided into 12 monthly payments
- Mileage Reimbursement available for travel over 1.5 hours one-way at \$.65 per mile or the current US mileage reimbursement rate