



## **Early Music America Executive Director—Position Description**

The Executive Director is the senior operating officer of Early Music America (EMA), reporting to the Board of Directors. In collaboration with the Board, the Executive Director articulates the mission of EMA and is responsible for leading the organization and implementing its goals.

EMA's mission is to develop, strengthen, and celebrate early music in North America by supporting the people and organizations that perform, study, and find joy in it, and by championing the contributions they make to the health and vibrancy of their communities. The Executive Director is the primary representative of Early Music America to all its constituencies. While EMA is officially headquartered in Pittsburgh, PA, staff reside throughout the United States, working remotely. The Executive Director is not required to relocate to Pittsburgh.

The Executive Director is expected to direct fundraising for the organization, supervise staff, take the lead in budgeting and financial management (in consultation with the Treasurer and Finance Committee), and supervise publications and other programs of the organization. The Executive Director is expected to be a self-starter, who can mobilize Board members and other community stakeholders and be an effective leader and manager.

### **Leadership and Program Management**

- Working with the Board, ensure that the organization has a long-range strategy consistent with its mission.
- Lead the organization in developing programs and organizational plans that align with the strategy.
- Set program goals in conjunction with the Board; monitor and evaluate the extent to which goals and objectives have been met.
- Plan, implement and evaluate all programming, taking initiative and showing creativity when developing new programs.
- Stay current with significant developments and trends in the field.
- Manage projects effectively, including conferences, competitions, etc.
- Serve as Publisher of Early Music America magazine (EMAg) and oversee production of the magazine.

### Administration and Human Resources Management

- Delegate effectively to staff and independent contractors, while maintaining oversight. Update job descriptions and ensure that regular performance evaluations are held and documented.
- Ensure compliance with personnel policies and state and federal regulations.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality talent, including encouraging staff development and education.

### Board of Directors

- Work cooperatively with board officers, and with the Board as a whole, providing appropriate, adequate, and timely information, including financial analysis.
- Provide support to Board committees as needed, including scheduling.

### Financial and Fundraising

- Develop ambitious yet realistic fundraising plans, take the lead in fundraising activities, and ensure communication of follow-up and other responsibilities.
- Lead the organization by establishing positive relationships with government, foundation, corporate, and individual donors.
- Create a budget in conjunction with the Treasurer and Finance Committee, for approval by the Board. Provide regular financial reporting and be accountable for financial goals.

### External Relations

- Serve as spokesperson for the organization, representing EMA and its programs to other organizations and the public. Develop a positive relationship with media outlets to publicize the work of the organization and major developments in the field of early music.
- Establish sound working relationships and cooperative arrangements with other organizations having common interests, as appropriate.
- Occasional domestic travel (2–3 weeks) required.

### Compliance and Governance

- Assure control and accounting of all funds, with reference to best practices for nonprofits in financial and operational controls, including:
  - Maintaining official records and documents, and ensuring compliance with federal, state, and local regulations and reporting requirements;
  - Executing legal documents appropriately;
  - Assuring that funds are disbursed in accordance with contract requirements and donor designations.

### Preferred Qualifications

- Minimum of three to five years experience in nonprofit management, and a Bachelor's degree or the equivalent.
- Musical experience and/or knowledge of early music is a strong "plus"
- Record of success in nonprofit development.
- A self-starter who can build, guide, and direct an organization.

- Proven skills as a strategist with the ability to articulate a vision for the future and to build a culture in support of that vision.
- Basic knowledge of financial statements and accounting, and willingness to learn as needed.
- Superior written and oral communication skills.
- Flexibility in terms of working evenings and weekends as required.
- Professional credibility, intellectual depth, maturity, wisdom, humor and collaborative skills to garner the trust and confidence of colleagues, Board members, donors and sponsors.

Compensation:

Early Music America offers a competitive salary, commensurate with experience.

How to Apply:

Email resume and cover letter to EMA Board President Derek Tam at [employment@earlymusicamerica.org](mailto:employment@earlymusicamerica.org). Applications will be reviewed as they are received, through September 7, 2021.

All applicants will be considered for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

NO PHONE INQUIRIES.