

EXECUTIVE DIRECTOR – JOB DESCRIPTION

Flying House Productions (FHP) is a registered 501(C)(3) corporation located in Washington State and the parent organization of the renowned Seattle Men's and Seattle Women's Choruses which, together, make the largest community choral organization in North America, and stand out among the largest LGBTQ-identified choruses in the world.

FHP envisions "a more harmonious world that celebrates the unique identities and talents of all people." The mission of FHP is as follows: "Our voices transform society through innovative and entertaining programs that build community, illuminate the experiences of LGBTQ people and their allies, expand inclusion, and inspire justice."

With an annual operating budget of \$3 million, FHP is among the Pacific Northwest's most vibrant music organizations, performing for an annual audience of more than 30,000 patrons across the Puget Sound. Guided by Artistic Director Paul Caldwell's artistic vision and an organizational strategic plan, FHP strives to remain at the forefront of the LGBTQ choral movement.

FHP employs a regular staff of 10 FTEs and works with several other artistic and production contractors on an ongoing basis. The combined singing membership totals more than 500 individuals. A fast-paced organization, FHP requires strong leadership; unwavering dedication to its Mission and Vision; a personal commitment to fostering the highest levels of diversity, equity, and inclusion within the organization; and exemplary diplomacy.

FHP has an outstanding opportunity for a visionary and talented **Executive Director (Full Time, Exempt)** to lead the organization through its next phase of development. The Executive Director (ED) is responsible for the oversight and management of all the administrative, financial, development, and support functions related to FHP's daily operations. The ED develops working relationships within the organization (staff and members) and represents the organization to the wider community, clients, donors, patrons, and business associates. The ED also maintains productive working relationships with GALA and other community choruses.

Duties and Responsibilities:

Fundraising/Sustainability

- In collaboration with the Development Director, creates an annual fundraising strategy and presents the plan to the Board for approval as part of the budgeting cycle
- Actively participates in development activities/events geared towards general donors
- Identifies, cultivates and stewards a portfolio of major donors, as well as corporate and institutional funders
- Maintains and strengthens the Directors Circle, Endowment, and Planned Giving strategies
- Provides oversight and direction to the Marketing Director for communication strategies

Communication

- Articulate, honest, and forthright in addressing all issues
- Facilitates open communication between the membership, staff, and Board
- Addresses and resolves conflict in a fair, consistent and timely manner
- Serves as the principal spokesperson for the organization. Develops key relationships and partnerships in the LGBTQ, Arts, and Greater Seattle Communities

Administration

- Leads the Board and AD to determine strategic plans for the organization and staff implementation
- Following policies approved by the Board as stated in the Employee Handbook, supervises staff; provides guidance, training, and development; conducts regular performance reviews; and administers salary levels for all staff
- Manages or oversees the negotiation of all contracts on behalf of the Board.

Budget

- In conjunction with the Finance Director, AD, FHP staff members, and the Finance Committee develops the organization's annual budget on a timely basis for Board approval
- In collaboration with Marketing and Development staff, projects realistic earned and contributed revenue goals
- Provides strict financial oversight and provides an ongoing budget review with responsible managers
- Ensures that accurate financial records and reports are provided to the Finance Committee and the Board, on a timely basis
- Participates as an *ex-officio* member of the Finance Committee

Artistic Planning

- Collaborates with and supports the AD in developing season programs and engagement activities that meet artistic and mission goals within budgeted guidelines

Governance

- Provides leadership and expertise to the Board Development Committee in recruiting potential Board candidates and overseeing orientation and training activities
- Supports Board President and officers in developing and communicating monthly agendas
- Collaborates with the Board in ongoing training and learning activities

Performs other duties as assigned by the Board of Directors and/or required by the business needs of the organization.

Reporting Relationships:

The Executive Director reports to the Board of Directors and – along with the duties outlined above – is responsible for carrying out the policies of the Board and keeping the Board informed of organizational activities. The ED is a non-voting (*ex officio*) member of the Board of Directors.

The ED directly supervises four key positions: Finance Director, Development Director, Marketing Director, and Artistic Operations Director. The ED indirectly assists the AD with the supervision of artistic and production staff and crew. The ED and AD both report to the Board of Directors and work closely and collaboratively to develop the season schedule of concerts, events, and community engagement activities.

Qualifications:

A Master's or MBA degree in Business Administration, Arts Management, or Non-Profit Management and/or a significant track record of success managing a nonprofit performing arts organization is desired.

The ideal candidate will have demonstrated significant, successful, work experience in the following areas:

- Someone who can define, share and inspire their team with a clear vision; build and hold others accountable for embracing an inclusive culture where everyone does their best work.
- Demonstrated ability to drive effective change management when needed.
- Possesses a high level of interpersonal awareness; experience overcoming objections and driving results through influence.
- Major Donor Cultivation & Fundraising and Event Planning experience
- Skilled at Audience Development, Advertising, Marketing
- Contract Negotiation and Administration (venue and artist)
- Financial Oversight, Direction, and Budgeting of an organization with a comparable annual operating budget
- Strategic Planning in Non-Profit Organizations
- Governance experience with a Volunteer Board of Directors
- Management and Development of Staff and Volunteers
- Oversight of a large Membership Organization

In addition, general knowledge of and sensitivity toward the following is desirable:

- Performing Arts management
- LGBTQ Community and Issues
- Strong, collaborative leadership style and negotiating skills
 - Ability to listen to others' points of view
 - Ability to develop consensus from divergent points of view
 - Excellent verbal and written communication skills
 - Teamwork approach to managing staff, membership, and volunteers
 - Ability to calmly and fairly address and resolve issues of conflict
- Ability to motivate others and lead others in accomplishing established goals and objectives
- Exemplary ethical and business standards

To Apply:

Interested candidates should submit a cover letter and resume via email to staffing@seattlechoruses.org by **August 16, 2019**.

Flying House Productions (FHP) is an equal opportunity employer. In support of its mission, FHP is committed to creating a diverse community of members, volunteers, and staff that are dedicated to the fundamental principles of equal opportunity and treatment in engagement and employment regardless of age, color, disability, gender identity, national origin, political ideology, race, religion, sex, sexual orientation, or veteran status. FHP encourages applications from individuals whose differing backgrounds, beliefs, ideas, and life experiences will further enrich the diversity of the FHP community.

Principals only please, no phone calls or recruiters.