Executive Director Job Description

JOB TITLE: Executive Director

JOB TYPE: Full-time, exempt

COMPENSATION: Salary commensurate with experience

REPORTS TO: Board of Directors

SUPERVISES: Development Manager, Artistic Administrator, volunteers and contractors

JOB SUMMARY: The Executive Director is responsible for leading and directing the administrative functions — finance, development, marketing, and human resources — of a contemporary music organization in a manner consistent with its vision and mission.

Under the supervision of the board of directors, the responsibilities include but are not limited to the following:

MANAGEMENT
- Lead organizational long-, medium-, and short-range planning in partnership with staff and board of directors.
- Lead the negotiation and contracting of artists, venues, and vendors as needed, including maintaining proper IRS and state forms for tax purposes.
- Work closely with various board officers and committees to facilitate open communication amongst all stakeholders and appropriate recordkeeping.

FINANCE & HR:
- Develop and present annual budget to board of directors.
- Work closely with board treasurer to manage organization finances and with artistic director to keep program expenses aligned with budget.
- Perform all human resource functions: payroll processing, benefits management, and report filings.

MARKETING
- Work closely with Marketing and Audience Development Committee to develop season marketing plan and budgets for marketing of Musiqa season events.
- Oversee staff and contractors in the execution of marketing plan.
- Oversee setup of staff and volunteers for Musiqa at various public outreach events.

DEVELOPMENT/FUNDRAISING
- Lead development staff in preparing proposals and filing reports as required.
- Identify and develop new prospects for corporate, foundation, government and individual support.
- Work closely with Board, volunteers and development staff on all Special Events and fundraising campaigns.
- Oversee proper record keeping for all contributions and acknowledgements.

QUALIFICATIONS:
- Bachelor’s degree required. Master’s degree a plus.
- 2-5 years nonprofit or corporate leadership experience.
- Able to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Excellent oral and written communications, including relationship building and individual/group presentation skills.
• Excellent interpersonal skills with the ability to be flexible and work effectively and professionally in a creative, changing office setting.
• Knowledge of donor database programs.
• Ability to work some evenings and weekends.
• QuickBooks familiarity a plus.
• Experience working with artists or arts organizations preferred.

Please email a resume and cover letter to jobs@musiqahouston.org. Position open until filled.

www.musiqahouston.org

Now in its eighteenth season, Musiqa is nationally celebrated for its dynamic, multi-disciplinary concerts and enriching music education programs. It has performed the music of over 200 living composers, including more than 50 world premieres, and collaborated with many of Houston’s finest dance and theater companies, visual artists, authors, and presenters of experimental film. Musiqa's honors include two awards for adventurous programming from Chamber Music America and ASCAP, nine grants from the National Endowment for the Arts, and two commissions from Chamber Music America.

Musiqa provides equal opportunity for all qualified candidates, without regard to race, color, religion, sex, national origin, age, disability, veteran status, gender identity, political preference, sexual orientation, marital status, citizenship, or other status protected by law or regulation. Musiqa prohibits discrimination in any aspect, including selection of independent contractors, termination, or contract rates.