

Phoenix Children's Chorus Executive Director



The Executive Director provides the overall management, financial operation, and strategic direction of Phoenix Children's Chorus a 501c3 nonprofit organization. The Executive Director manages the institutional growth of the organization, including strategic planning, fundraising, donor relations as well as leads and oversees day to day business, planning, development, marketing, finance, and operations. The Executive Director reports to the board of directors and works in partnership with the Artistic Director to achieve the mission and goals of the organization. An overview of Phoenix Children's Chorus is provided below.

Operational Management

- Hire, supervise and evaluate all PCC administrative personnel; currently consisting of part-time administrative assistant and part-time bookkeeper.
- Plan, organize, maintain budget, and coordinate with Artistic Director annual programming, concerts, tours, and camp for Phoenix Children's Chorus and Voices program
- Create annual calendar for all performances and events with the Artistic Director
- Create the chorister handbook for Phoenix Children's Chorus and Voices in coordination with the Artistic Director
- Maintain and safeguard official records, execute legal documents, and contracts and ensure compliance
- Active role in growing the membership of the choir and working with Artistic Director to facilitate a collaborative environment
- Seek, support, and develop performance and promotional opportunities for the choirs
- Manage and execute with input from Artistic Director fee negotiation for rehearsal space, camp, tours, concert venues, artists, and other personnel
- Determine and implement system and technology solutions for administrative and operational functions
- Maintain a positive working relationship with choristers, personnel, parents, PCC board, volunteers and other stakeholders
- Inventory management to include but not limited to music library, uniforms, promotional items, and equipment
- Direct and participate in activities and resources in order to ensure successful rehearsals, auditions, events, and performances.

Leadership

- Demonstrate strong commitment and passion to the mission of the Phoenix Children's Chorus and arts education
- Develop, implement, and monitor strategies that achieve the organizational goals, objectives, and plans
- Provide administrative direction and leadership for the organization, PCC Board, and volunteer committees
- Promote diversity, inclusivity, and access to participation in organization.
- Demonstrate integrity, consistency, and sound judgment in decision-making
- Sustain a culture of transparency, with clear and direct communication throughout the organization

Board Relations

- Partner and work closely with the board of directors and Artistic Director on all facets of the organization including strategic planning, setting policy, budgeting, fundraising, recruitment, marketing, and programming
- Attend all board meetings and present the Executive Director monthly reports, and other ad hoc report as required.
- Actively participate on board finance and fundraising committees and other committees as assigned

Community Relations & Marketing

- Participate in community activities that further the name recognition of the chorus and develop an ongoing relationship with other professional arts institutions to maintain PCC's reputation as a leader in arts and nonprofit community

- Coordinate with the Artistic Director to manage the strategic development, design and implementation of a development plan, marketing plan, and social media strategy that supports the organization's activities and program. Protect and manage the PCC brand identity.
- Oversee sales of tickets and subscriptions with the goal of increasing the subscription base
- Promote programs to increase awareness of the chorus by schools, grant sources, and the general public

Financial, Development & Funding

- Prepare and manage annual operating budget and meet all fund development revenue goals. Support annual comprehensive artistic plan that provides the basis for the annual budget.
- Maintain and follow financial controls and comply with governmental regulations
- Management of annual tuition rates, payment schedules, and chorister assistance programs as approved by board
- Oversight of approved annual budget for all programming and events and monitor expenses to budget line items
- Participate in tax return preparation and annual audit and reviews as deemed appropriate by Board of Directors
- Develop, collaborate and manage preparation of grant applications with Artistic Director
- Provide leadership and oversight of annual gala and volunteer gala committee and other fundraising and support activities; may include securing sponsorships and grants, identifying and cultivating new private sector opportunities and funding, and cultivating and nurturing relationships with donors
- Manage donor management program and patron database to attract and retain supporters, stakeholders, and individual contributors

Requirements

- Bachelor's Degree; or 5 to 7 years of relevant experience in lieu of
- Minimum three years of management experience, preferably non-profit organization
- Proficiency in Microsoft Office, patron management databases, and organizational budgeting
- Detail oriented, excellent time management, strong verbal and written communication, organization and logistical planning skills, and strategic thinker
- Ability to deal honestly, respectfully, and tactfully with a wide variety of personalities
- Energy, agility, and ability to work choral events requiring standing and walking for extended periods of time. Physical demands may include the need to push, pull, bend, lift and reach during activities and events.
- Proven leadership skills
- Eligibility for (IVP) Fingerprint Clearance Card
- Willingness to listen and respond respectfully to questions and concerns
- Willingness to work flexible hours including evenings and weekends
- Ability to work remotely as required
- Travel nationally and internationally with choirs

To Apply

- Submit cover letter and detailed resume to edsearch@pcchorus.org

Full time salaried position

\$50,000 to \$60,000-Commensurate with experience

Benefits include flexible schedule and PTO package (no insurance or retirement plan)

Phoenix Children's Chorus Executive Director Job Posting April 2021

Phoenix Children's Chorus is an Equal Opportunity Employer and is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. The Phoenix Children's Chorus will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status or any other legally protected classification or status.

Since 1984, Phoenix Children's Chorus (PCC) has been transforming children's lives through music by facilitating artistic, musical, and cultural development, and offering world-class choral education. More than just a performance ensemble, PCC prides itself on its rigorous music education curriculum including the study and practice of vocal technique, innovative music literacy instruction, and professional performance skills. The artistic team is staffed with experienced and successful educators with degrees in music and education who average more than 10 years of teaching experience. PCC started with just 35 children, became a 501c3 nonprofit in 2010, and has grown become Arizona's premiere mixed-voice youth choral education program, with more than 400 choristers in a variety of ensembles.

Phoenix Children's Chorus offers multiple choral experiences to allow families to choose the best fit for their child. PCC Downtown is an auditioned premier program for children in grades 3-12 featuring touring ensembles, weekend overnight camp, small group music literacy classes, and performances in Arizona's finest concert venues. PCC Voices is a neighborhood choir program for children in grades 3-9 serving local communities with engaging choral rehearsals integrated with music literacy. Poco Voce is a music exploration program for K-3 designed to form the building blocks of musicianship offered at all our locations with no audition required.

Our comprehensive program helps children from across the Valley — from economically and culturally diverse backgrounds — to build self-esteem, practice teamwork, and develop broader cultural understanding through music. We strive for variety in our artistic programming, performing an array of styles and genres, premiering new works, and singing traditional choral favorites. Choristers gain professional performance experience through staged concert series, community performances, domestic and international touring, and collaboration with fellow arts organizations. Touring throughout the United State as well as international destinations like Germany, Australia, Italy, China, Ireland, Argentina, and Russia have provided PCC choristers and families cultural and musical experiences that form the foundations tolerance, respect, and understanding.

A quality music education should be accessible for all children regardless of gender, race, religion, orientation, or religious beliefs. Phoenix Children's Chorus builds connections in a diverse community through music, inspiring lifelong engagement in the arts. Different backgrounds and experiences make PCC stronger and impart new perspectives that will build lasting benefits beyond the classroom and the stage.

<https://phoenixchildrenschorus.org/>

<https://www.facebook.com/pcchorus/>