

HOW TO APPLY

For immediate consideration, please submit a letter of interest, resume, and salary requirements to: info@bostonchildrenschorus.org posted www.BlackBoston.com 2/26/20



Executive Director

BACKGROUND: Boston Children's Chorus harnesses the power of music to connect our city's diverse communities, cultivate empathy, and inspire social inquiry. Our work rigorously explores the question of whose stories are heard, seen, and celebrated. Through collaborative artistry and dialogue, we actively encourage singers to inquire critically about issues impacting them, their families, and our communities.

Along with cultivating empathetic, inclusive perspectives, our singers begin mastering music skills from the youngest choirs through the most advanced, beginning with ear training, music reading, rhythm practice, and more. They become leaders in their homes, schools, workplaces, and communities, advocating for themselves and for others; and as they move in the world, they strive to dismantle injustice.

THE POSITION: The Boston Children's Chorus (BCC) seeks to identify a talented *Executive Director* who can bring their knowledge and lived experience to the critical discussions inspired through our commitment to cultural equity, critical inquiry, and social change. The incumbent will report to the Board of Directors, and will be responsible for overseeing the staff and progress towards strategic objectives.

The Executive Director will be an entrepreneurial, optimistic, and respectful ambassador. At the same time, the Executive Director will provide visionary leadership, driving discussion toward consensus and action to advance the artistic, educational, and social justice mission of the organization. This includes ensuring BCC is a welcoming, inclusive, safe, and exciting environment for every student; expanding BCC's reach within Boston-area communities that have been traditionally underserved and undercapitalized, including those currently underrepresented amongst BCC students; helping BCC better achieve its goals with respect to hiring and retaining a diverse staff and Board; and ensuring financial and operational stability. While the Executive Director will not be responsible for developing artistic programming, the incumbent will help lead the team responsible for that effort. Further, the primary responsibilities for this position include:

Vision, Leadership, and Motivation

- Lead and inspire staff and Board to work collaboratively to actualize BCC's mission, vision, and core values.
- Direct all organizational strategy through the lens of diversity, equity, and inclusion (DEI).
- Select dynamic and diverse staff and ensure that they have the values, skillsets, and work ethic to address the challenges facing the organization.
- Establish and maintain a strong senior management team, through which the day-to-day program oversight and administrative operations are maintained, financial and human resources secured, and programs evaluated for their innovation and impact.

Development and Marketing

Provide leadership and direction for senior development staff and work collaboratively to meet the advancement needs of the organization:

- Cultivate a wide range of donor relationships, including public and private corporations, foundations, and individual supporters.
- Assure that the organization has a robust and effective development strategy and ensure implementation of that strategy.
- Solicit major gifts and serve as the key steward of institutional relationships in partnership with senior development staff.

HOW TO APPLY

For immediate consideration, please submit a letter of interest, resume, and salary requirements to: info@bostonchildrenschorus.org posted www.BlackBoston.com 2/26/20

- Maintain a strong, well-branded organization with a clearly stated vision and mission. Encourage cutting-edge marketing, PR, advertising, and social media strategies. Implement the institutional marketing plan.
- Build key relationships in the community.

Strategic Management

- Guide staff and Board towards implementing strategic plans.
- Working through a senior management team, build strong internal communication and coordination among and between departments.
- Ensure that there is a well-defined organizational structure, clear management objectives, measurable levels of responsibility and accountability, and opportunities and support for professional growth for faculty and staff.

Financial Sustainability

- Ensure the financial viability and sustainability of BCC.
- Oversee the financial management of the organization in coordination with the senior management team and Board.
- Establish a culture that utilizes financial resources effectively and invests resources wisely.
- Maintain financial best practices and seek innovation in managing financial resources.

Governance

- Develop a strong working relationship with Board leadership and Board working committees.
- Attend Board meetings and maintain timely, accurate, and complete information sharing with the Board.
- Use the wisdom, experience, and influence of Board members to promote BCC and its programs in members' personal spheres of interest.
- Support the building of a strong Board in accordance with organizational by-laws and policies.
- Support the recruitment of Board members whose interests, talents, commitments, and values are congruent with the vision, mission, and needs of BCC. This includes helping to build a Board with a diverse composition.

QUALIFICATIONS:

- Demonstrated commitment to artistic excellence and social justice.
- Leadership and vision to direct a premier children's chorus with diverse stakeholders.
- Demonstrated knowledge and commitment to BCC's vision and mission.
- Proven ability to create constructive partnerships with a board, staff, singers, and community organizations and stakeholders.
- Demonstrated ability and/or experience working with young people; and supporting youth and their families.
- Ability to articulate ideas, motivate people, and inspire teamwork toward achievement of common goals.
- Proven managerial, problem solving, and strategic planning capabilities.
- Passion, high energy, and determination to surmount obstacles and challenges.
- Strong financial management knowledge and skills.
- Proven track record in building relationships with donors and establishing new development strategies.
- Strong written and oral communication skills.
- Ability to perform and prioritize multiple tasks

HOW TO APPLY

For immediate consideration, please submit a letter of interest, resume, and salary requirements to: info@bostonchildrenschorus.org posted www.BlackBoston.com 2/26/20

EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher; Master's preferred.
- Minimum of 10 years work experience in increasingly responsible positions.
- Experience in nonprofit arts administration, development, and marketing preferred.
- Experience managing a board of directors or equivalent governing body.
- Experience managing a complex organizational budget with numerous revenue sources.

COMPENSATION AND EMPLOYMENT DETAILS

The Boston Children's Chorus offers a competitive salary and benefits. This is a full-year position, which will be based at BCC Headquarters.

HOW TO APPLY

For immediate consideration, please submit a letter of interest, resume, and salary requirements to: info@bostonchildrenschorus.org

Boston Children's Chorus is an equal opportunity employer committed to a culturally diverse and inclusive workforce.