



EXECUTIVE DIRECTOR POSITION POSTING

ORGANIZATION OVERVIEW

The Valley Symphony Orchestra is a professional arts organization located in McAllen, Texas. The VSO staff supports Maestro Peter Dabrowski and 70+ musicians in executing a season of performances that includes 5 subscription concerts, 4 education concerts, an annual fundraising gala and several special events and productions. VSO staff are responsible for all marketing, producing, fundraising, financial management, and administrative matters of the organization. The VSO performs in McAllen's state of the art Performing Arts Center, an 1,800 seat venue situated among the city's convention center, shops, and restaurants. McAllen, a bi-national community located in the heart of the Rio Grande Valley, is located on the border of Texas and Mexico.

BROAD FUNCTIONS

The Executive Director serves as the day-to-day manager of the VSO and reports to the President of the Board of Directors (BOD). The Executive Director serves as the supportive counterpart of the Music Director in order to maintain a fiscally sound and artistically superior orchestra. Each has certain areas of autonomy, but many areas require harmonious joint effort between the Executive Director and the Music Director as they carry out their respective responsibilities relating to the VSO. The Executive Director is responsible for managing the staff and financial resources in order to achieve the Symphony's mission, and leads the overall operations of the organization through effective management and financial development. The joint leadership of the Executive Director and the Music Director provide vision, guidance, and information needed to enable the board to adopt progressive, sound, and practical plans for the continued evolution of the Association.

DUTIES AND RESPONSIBILITIES

1. Revenue Enhancement

The Executive Director:

- works with the board to identify stakeholders, develop strategies, and define how key messages will be delivered to various individuals and institutions in order to maximize visibility, brand and revenues of the Valley Symphony Orchestra.
- works with the Finance Committee in preparing and adhering to a yearly development plan to generate revenue objectives as established by the budget.
- develops an annual fundraising plan, including annual fund, sponsorship, grant seeking, and gala activities.
- works with the Marketing Committee in developing and executing a communication plan for the marketing of all programs and events, using appropriate advertising and publicity to achieve maximum season and single ticket sales.
- ensures that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintains accurate and complete records of financial contributions and other substantial support. The Executive Director and staff maintain a detailed accounting system of donors.
- prepares and submits grant applications and reports to foundations, corporations, and government agencies.
- makes presentations as requested by the President, Music Director, Executive Committee, or other board members.

2. Strategic Planning and Action Plan Implementation

The Executive Director:

- participates in the short-term operational and long-range strategic planning and implementation processes of the Association. This includes the effective mentoring and supervision of the organization's compensated staff, mobilization of its technological resources, and responsibility for decision-making related to appropriate use of fiscal resources.
- assists the board in the development and implementation of a strategic plan for the orchestra that supports the artistic, financial, and public relations objectives of the Association.
- assists the Executive Committee in the development and implementation of current and long-range administrative and personnel planning to ensure

- effective structure and competent staffing.
- coordinates with the Orchestra Personnel Manager to maintain and facilitate relationships with musicians and the Orchestra Committee.
- works with the board to recruit and select open and approved staff positions.
- supervises staff, reviews staff performance with the Board President, and performs annual staff assessments and goal setting.
- directs volunteers as necessary to help ensure the success of their activities.

3. Governance and Financial Management

The Executive Director:

- provides support to best utilize the talents and resources of the board, stimulate involvement, and work closely with the board to ensure strong fiscal health and effective governance of the Association.
- attends all committee and Guild meetings as requested and provides executive support which may include, but is not limited to, developing agendas, preparing reports, and ensuring that all meeting minutes are recorded and filed.
- provides the Treasurer with all bookkeeping details on a monthly basis for further analysis and reporting by the Treasurer.
- ensures that all financial obligations are paid on time in consultation with the Treasurer.
- records all financial information and transactions in the financial software system accurately and in a timely manner.
- oversees the payroll process for all musicians to ensure accurate and timely payment as well as appropriate use of resources.
- maintains the board's confidence and safeguards operations by keeping information confidential; adheres to all safety and housekeeping policies and procedures.
- contributes to the team effort by accomplishing related duties and special projects as needed and directed.

4. Institutional Growth & Branding

The Executive Director leads the staff in creating an environment that supports our mission, including providing:

- cultural experiences for the Valley community, including symphonic performances and special events.
- performance opportunities for musicians, performing arts groups, and educational groups
- promotes creative musical and artistic talent.
- educational programs that foster knowledge and appreciation of symphonic and

chamber music, with a special focus on children and youth.

The Executive Director will serve as a connector between the organization and key groups by:

- seeking new opportunities, in conjunction with the Music Director, for performances throughout the South Texas regions.
- working with the Orchestra Personnel and Operations Managers to manage contracts and coordinate all elements and logistics of concerts.
- providing support to the Music Director as needed.
- ensuring effective communication with the board's constituencies, volunteer groups, other arts organizations, public agencies, government agencies, and the general public.
- coordinating and overseeing, together with the Music Director, all activities related to the Symphony's educational programs.

REQUIRED CHARACTERISTICS

The Executive Director should have the ability to understand and embrace the Valley Symphony Orchestra's unique mission, being sensitive to and supportive of the needs of its diverse constituencies including subscribers, donors, board members, volunteers, sponsors, community leaders, and administrative staff.

The Executive Director serves as the supportive counterpart of the Music Director in order to maintain a fiscally sound and artistically superior orchestra.

The Executive Director must be a self-directed person that takes initiative to start and complete projects; and be a results-oriented leader who has a keen ability to organize and motivate people to accomplish institutional goals while creating a sense of order and strategic direction.

The Executive Director will have a broad ability to interact with stakeholders in a positive manner, which will require superior interpersonal skills, verbal and written presentation abilities, and leadership in addition to futuristic thinking, team building and overall management talent.

The Executive Director should have key attributes such as: an understanding of institutional image building, marketing, external relations, fund development and have the presence and capacity to move initiatives forward in each of these areas.

The Executive Director should be a model of integrity, fairness, and the highest ethical standards. Ingenuity, compassion, dedication, enthusiasm, humor and energy are also key attributes.

EXPERIENCE AND QUALIFICATIONS

It is most desirable for the Executive Director to have a minimum of 5-7 years of management experience in a non-profit organization, preferably in the performing arts. A bachelor's degree is preferred, and post-secondary degrees strongly preferred. The ideal Executive Director will demonstrate a successful record in fundraising and experience in marketing; possess superb written and verbal communication skills; employ strong interpersonal skills; and exhibit a leadership style marked by enthusiasm with a desire to innovate. Organizational and motivational skills must be exceptionally well developed. The Executive Director must be able to interact competently with a culturally and ethnically diverse population of musicians, Board members, volunteers, and staff, and be able to work respectfully with all age groups. Most importantly, the Executive Director must have the ability to give direction and guidance, as well as possess the self-assuredness and confidence to enforce rules and regulations.

TO APPLY

Please send a letter of intent and resume to Marsha Green, Chair of VSO Executive Director Search Committee at mgreen@bertogden.com with the subject matter: VALLEY SYMPHONY ORCHESTRA EXECUTIVE DIRECTOR APPLICATION.

This is an immediate opening and qualified and interested candidates are encouraged to apply asap.

Salary is commensurate with experience.

The Valley Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Last updated: October 11, 2023