



## **EXECUTIVE DIRECTOR**

The Fargo-Moorhead Symphony Orchestra (FMSO) is pleased to announce its search for a new Executive Director. The Executive Director is responsible for managing the human and financial resources of the FMSO in order to achieve the orchestra's mission. The Executive Director is selected by and reports to the Symphony's Board of Directors through the Board President and is responsible for the supervision of the Development Director and all administrative and concert production staff.

**Position start date:** On or before November 1, 2019

### **Operational Management**

- Ensure that budgets, financial statements and cash flow projections are prepared on a timely basis
- Monitor expenditures and revenue, adjusting as needed to meet financial goals
- Attend, prepare and distribute agendas and all relevant board reports for each meeting and ensure minutes are recorded and filed
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Ensure facilities and equipment, including instruments, licenses and permits, are suitable for immediate and long-range goals
- Attend all public and private programs and events and ensure quality and standards of the programs
- Actively recruit board members, volunteers, donors, partners, and concert/event patrons.
- Serve as principle staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters
- Consult with the Music Director in the selection of guest artists and programs in support of the orchestra's artistic objectives

### **Strategy, Marketing and Public Relations**

- Oversee the creation of all grant applications, including writing grant narratives as needed
- Oversee and work with the Development Director on fundraising activities including sponsorships and annual, major, and planned gifts
- Assist and participate in the development of the organization strategic plan in collaboration with the Board that supports the artistic, financial, and outreach objectives
- Develop and implement marketing and branding strategies encompassing print, broadcast, and social media
- Play an active role in the community to elevate the arts as a vital component of the metro area and seek new opportunities for collaborative projects, advocacy and education
- Maintain active relationships and communications with civic leaders, government agencies, and arts organizations in support of the orchestra's mission

### **Personnel and Volunteer Management**

- Prepare and revise job descriptions, employee handbook, and employment policies
- Oversee hiring, performance, and dismissal as necessary
- Oversee the growth and development of each staff member
- Ensure all staff are evaluated annually
- Lead a patron and volunteer-centered organization
- Respond to all staff, patron, board and volunteer requests, suggestions and concerns in a timely manner

### **Preferred Applicant Qualifications**

- Bachelor's degree or higher in a music-related field
- Minimum of three years-experience in symphonic/orchestral organization administration
- Demonstrated success in development and implementation of fundraising plan and solicitation of financial support from individuals, corporate, government and foundation sources
- Working knowledge of financial, work processing, and web-based computer programs

### **Compensation**

Full-time (exempt) salary and benefits package are locally competitive and commensurate with experience.

### **The Fargo Moorhead Symphony Orchestra (FMSO) <http://fmsymphony.org/>**

Chartered in 1931, the FMSO is a professional ensemble of 72 Musicians, primarily faculty members of three local colleges and schools, all of whom are paid for all rehearsals and performances. With an annual operating budget of \$750,000, the FMSO is the only organization with a mission to provide live orchestral music to the people of the region and the opportunity to access this music as both performer and audience members. The symphony performs five subscription concerts in the Festival Concert Hall (1,000 seating) in the Reineke Fine Arts Center on the campus of North Dakota State University. The orchestra serves an audience of approximately 20,000 people annually, plus an audience of 75,000 in a five-state region reached through occasional rebroadcasts of its concerts over Minnesota Public Radio and North Dakota Pubic Radio stations. The FMSO Music Director is Christopher Zimmerman (2013-present).

### **The Fargo-Moorhead Metro Area <http://www.fargomoorhead.org>**

The Fargo-Moorhead metro area serves a population of over 250,000 citizens and has a thriving arts community, with dozens nonprofit arts and culture organizations, individual artists, arts-related businesses and other nonprofits using art to further their missions and contribute to the Metro's vibrancy and economic well-being. Surprising to some, the area also has a booming technology start-up industry that harnesses the spirit of the early pioneers. FORTUNE.com calls it "the most undervalued tech hub" in America. A city of big ideas, Fargo is becoming one of the top places to flock for young entrepreneurs according to FORBES and CNN Money. The area boasts an unemployment rate of 2.5%. The metro area has three universities: Concordia College (<http://concordiacollege.edu/>), North Dakota State University (<http://www.ndsu.edu>), and Minnesota State University Moorhead (<http://www.mnstate.edu>).

### **Application Process**

Applications are due by June 30, 2019. Please submit the following:

- One-page cover letter describing interest and qualifications for the position
- Resume
- Contact information for three professional references

Email submission with the subject "FMSO Executive Director Search – [Your Name]" to:

[adminassistant@fmsymphony.org](mailto:adminassistant@fmsymphony.org)

No phone calls or hard copy material will be accepted. All applications will be treated as confidential.

#### **Equal Employment Opportunity**

It is the policy of the Fargo Moorhead Symphony Orchestra to afford equal employment opportunity to all individuals regardless of race, creed, color, religion, gender, nation origin, ancestry, age, marital status, veteran status, disability, medical condition, gender identity or sexual orientation.