



Executive Director

The Master Chorale (MCTB) is seeking a dynamic, collaborative, and strategic leader to join our team as Executive Director. The Executive Director reports to the Board of Trustees and is responsible for the overall direction and management of all aspects of the administration of The Master Chorale. The Executive Director works in partnership with the Artistic Director.

Title: Executive Director

Organization: The Master Chorale of Tampa Bay (501(c)3, d/b/a Choral Masterworks Festival, Inc)

Job Type: Full-Time, Full-Year

Salary: \$50,000 - \$55,000

Benefits: Relocation stipend up to \$3000, paid time off, flexible schedule, life insurance, and professional development opportunities.

Minimum Education: Bachelor's Degree, though advanced degrees (i.e. MFA or MBA) are preferred.

Minimum Experience: 5+ Years of combined Executive and Development experience. Understanding of/appreciation for the arts and choral music is desirable.

Application Deadline: Submit materials electronically by 5 pm, Friday, January 27, 2023

This position is a good fit for someone who:

- Has experience developing and growing an arts or non-profit organization
- Is collaborative in their work
- Is able to navigate challenging, high-pressure situations
- Has an eye for detail
- Is committed to diversity, equity, and inclusion as core artistic values

About The Master Chorale of Tampa Bay

Praised by music critics from the Tampa Bay Times and other local media as "one of the country's finest choirs," "an amazing instrument," and a "cultural treasure," The Master Chorale of Tampa Bay has consistently delivered some of the most profoundly moving music performances in the Tampa Bay area.

The Master Chorale is an auditioned, highly-select large volunteer chorus embracing a broad representation of singers from the entire Tampa Bay area. With a decades-long tradition of elevating the cultural experience of west central Florida, the Chorale traditionally maintains a roster of 150+ singers, performs 20 - 25 concerts a year, has internationally distributed recordings, commissions important contemporary choral composers, and presents engaging community-singing events, and inspiring music education programs locally and online. The Master Chorale is the Principal Chorus for The Florida Orchestra and Artist-In-Residence at the University of South Florida College of the Arts School of Music.

DUTIES AND RESPONSIBILITIES:

- **Development and Fundraising:** Develop, plan, execute, and measure fund development strategies including donor/sponsor cultivation, grants, and direct Board member development activities.
- **Planning - Strategic & Operational:** Manage short- and long-range planning in collaboration with the Artistic Director; engage board and staff in periodic planning sessions.
- **Financial Management:** Prepare budgets and manage financial operations including contracts, management of the Operations Coordinator (20 hrs/wk), and supervision of the Bookkeeper (contracted CPA, 5-10 hrs/month).

- **Community Relations:** Develop ongoing relationships with arts peers and partners in the community, represent the Chorale at community functions and conferences, and act as spokesperson for the Chorale.
- **Board of Trustees:** Attend all Board meetings as an ex officio member, work with the Board to help them fulfill organizational objectives, and identify/attract potential new Board members.
- **Staffing:** Hire, train, and supervise administrative support staff and volunteers as needed to achieve the organization's goals and objectives, including the Marketing and Communications Manager (20 hrs/wk, to be hired in 2023), Operations Coordinator (20 hrs/wk), and volunteers.

SKILLS AND QUALIFICATIONS: As a key leader for MCTB, the Executive Director needs to have a breadth of experience supporting and leading non-profit organizations. Desired qualifications include:

- Bachelor's degree in Business, Arts Administration, or other related disciplines. An equivalent combination of education and experience may be an acceptable substitute for these degrees.
- Experience leading and managing nonprofit organizations including fundraising/development, budgeting, and financial management.
- Transparent and high integrity leader, able to influence, when necessary, all levels within the organization and across the community.
- Demonstrated experience with fundraising strategies and donor relations, unique to the nonprofit sector.
- Proficient with tools such as Microsoft Office, Google Workspace, QuickBooks, and DonorPerfect.
- Exposure to choral music and an understanding of how the arts are produced.
- Strong organizational abilities including detailed planning, delegating, and task facilitation.
- Exceptional oral and written communication skills with an ability to convey strategies to staff, board, volunteers, donors, and other constituencies.
- Demonstrated ability to manage multiple, competing priorities.
- Flexibility to adapt strategies in the event of changing conditions and environment.
- Commitment to diversity, equity, and inclusion practices in the organization.
- Success in negotiations between collaborative partners and constituents with occasional competing interests

MCTB is willing to teach:

- Choral music as an art form
- Choral/Arts specific training through conferences, mentorship, and other workshops (Chorus America, Americans for the Arts, etc.)

WORK CONDITIONS:

- Ability to work evenings and weekends when necessary
- Ability to operate a computer keyboard, mouse, and to handle other office equipment
- Ability to consistently lift and move materials or equipment up to 75 lbs

TO APPLY: Please send your cover letter, resume, and three to five professional references in **one PDF** to Kara Dwyer, Managing Director at kara@masterchorale.com. Applications will also be accepted through the Indeed.com posting. Please include your full name in the title of the PDF file. Applications will be accepted until the position is filled, but for priority consideration application materials should be submitted by January 27, 2023.

MORE ABOUT THE MASTER CHORALE OF TAMPA BAY

MISSION: To advance the art of choral music by performing great works of the past, commissioning and performing new literature and sharing the joy and power of choral music with new and existing audiences and singers.

CORE VALUES:

- **Artistic Excellence:** Achieving the highest standards for both repertoire and performance.
- **Dedication:** Sharing the joy of choral music through a community of dedicated singers, staff and volunteers.
- **Collaboration:** Fostering rewarding partnerships with individual artists, artistic and educational organizations, and businesses.
- **Education:** Pursuing the highest artistic standards through ongoing learning and teaching.
- **Diversity:** Celebrating the diversity of our music, singers, audiences and community.
 - We celebrate our diversity through inclusion of all people regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, mental or physical disability, genetic information, marital status, amnesty, ethnicity, or status as a covered veteran.
 - We respect and value the diverse life experiences and heritages that each person brings to The Master Chorale.
 - We strive, within our organization, to ensure that all voices are valued and heard.
- **Community Service:** Enriching the world in which we live through music outreach and service.
- **Integrity:** Operating an effective and trustworthy organization as stewards for the resources provided to us.