

Position Description

LSO Executive Director

General Job Description

The Executive Director serves as the chief administrator and financial manager for the Lynchburg Symphony Orchestra and its affiliate programs. This person is responsible for strategic planning designed to fulfill the mission of the organization, operational efficiencies of our programs and staff, and serves as the main point-person for fundraising, marketing, and development of corporate relationships. This position reports directly to the President of the Board of Directors.

Job Responsibilities and Expectations

1.) Leadership and Strategic Planning:

- Works in conjunction with the LSO Musical Director and the Board to fulfill the organization's mission.
- Effective and positive administration of all LSO operations, programs, and staff.
- Actively research, develop, and propose strategies to ensure the organization is viable both in the present and for the future.
- Hire and retain highly qualified staff. This is done in partnership with the President of the Board and Chair of the Governance & Personnel Committee.
- Review and approve all contracts for services, notes, agreements, and other instruments made and entered into and on behalf of the organization in conjunction with the Board of Directors.
- Establishes employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

2.) Fundraising and Budget:

- Responsible for fundraising and developing other revenues necessary to support the LSO's mission, including, but not limited to: increasing number of individual donors and size of donations, grants, business partnerships, etc.
- Works to ensure the consistent future growth and expansion of the organization by generating new revenue streams and improving financial results.
- Responsible for fiscal integrity of the LSO. Provides input, in conjunction with Treasurer and Finance Committee for proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3.) Public Relations, Marketing, and Communication:

1. Serves as the chief LSO spokesperson to prompt the organization's constituents, media, and the general public.
2. Actively works to promote and increase the visibility of the organization and its image by being active and visible in the community and by working closely with other professional, civic and private organizations.
3. Establishes and/or expands relationships with individuals and organizations of influence, including: patrons, donors, sponsors, partner agencies, and volunteers for the purposes of strategically enhancing the LSO's Mission.
4. Communicates effectively and regularly with the Musical Director and Board, and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

*Other duties as assigned by the Board of Directors.

Minimum skills and qualifications

- Dynamic, transparent, and high integrity leader who enjoys being the public face of an organization.
- Exceptional verbal, written, and visual communication skills.
- A history of successfully generating new revenue streams and improving financial results via fundraising, public relations, and marketing.
- Demonstrated success establishing and/or expanding relationships with individuals and organizations of influence, including: patrons, donors, sponsors, partner agencies, and volunteers.
- Strong organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrated ability to oversee and collaborate with staff, preferably with a nonprofit organization.
- Experience and skill in working with a board of directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

Preferred skills and qualifications:

- Bachelor's and/or Master's degree(s) in arts administration, business, public administration, marketing, public relations, communications, or other related field(s).
- Five or more years in senior management position, preferably with one or more nonprofit arts organization(s).
- Entrepreneurial and forward-thinking mindset with an innovative approach to growing the organization.
- Demonstrated knowledge of current trends in the arts.