

ABOUT MUSIC FOR SENIORS

MISSION

Music for Seniors (MFS) connects area musicians with older adults through live and interactive music programs designed to engage, entertain, and educate seniors - promoting health and well-being, reducing isolation, and enriching the lives of all participants.

SUMMARY

In 2022, the founder of Music for Seniors, Sarah Martin McConnell, left to pursue other creative projects after serving as Executive Director for 15 years. The Board installed an Interim Executive Director in July 2022. This individual has led the strategic growth of Music for Seniors since then and has implemented organizational systems and processes, brought on additional staff and strategic consultants, and forged new community partnerships to prepare the organization for the next ED. The Board is now looking to hire a permanent executive director to start July 1, 2024 upon the completion of the interim contract.

KEY RESPONSIBILITIES & OPPORTUNITIES

Building upon this stable foundation, the Executive Director will:

- Become familiar with the organization – its history, priorities, values, issues, revenue generation models, and funding strategies; establish strong working relationships with key stakeholders including the board, staff, musician partners, communities we serve, funders and the public;
- Ensure that the organization's service to all of these stakeholders is of the highest quality and be an advocate for meaningful programming for older adults at the local, state, and national levels;
- Evaluate fundraising efforts to date; develop and lead a fundraising strategy appropriate to Music for Seniors' community; steward existing funding sources and cultivate new ones, with specific focus on growing individual and corporate giving; steward existing earned income opportunities and develop new ones;
- Nurture relationships with the existing Board of Directors to maximize their interest and involvement in the growth and development of MFS; activate board committees;
- Bring a fresh vision and leadership to MFS's direction, growth and development, including an assessment of its current programs and goals; encourage and support strategic risk-taking within a responsible program framework; and explore opportunities for growth;

- Build upon, recommend and implement systems and structure to improve operations internally and community engagement externally;
- Be an exceptional partner to other organizations to expand the capacity, reach and support for MFS and our programs; act as an ambassador for MFS in the community;
- Oversee the organization's financial operations; develop its budget; ensure that staff and programming keep within the allocated financial resources; provide the Board with timely financial data for budgeting decisions and fundraising plans;
- Supervise the Program Director and Director of Development & Community Engagement in managing MFS's programs and outreach, as well as provide support and counsel in a warm, creative work environment; and
- Take a leadership role in the community by continuing to model excellence and contributing to conversations which affect the current state of arts and culture and programming for older adults.

THE PERSON

The Executive Director will be/have:

- A generosity of spirit coupled with a fierce and passionate commitment to older adults, our musician partners and the mission of Music for Seniors
- Strong interpersonal and leadership skills, including the ability to inspire, collaborate, tactfully negotiate, compromise, and take initiative; a self-starter undaunted by a fast-moving and lean organization; entrepreneurial in spirit; a track record of coalescing others around objectives and successfully implementing them; a natural consensus-builder;
- Solid administrative skills; an ability to focus, plan, prioritize and follow through with budgets, staff, and partners; an ability to think strategically, conceptualize, and analyze projects critically;
- An enthusiastic and energetic fundraiser, with excellent communication skills;
- Excellent judgment and the decisiveness and resourcefulness to anticipate and respond to opportunities; effective under pressure and able to handle constant multi-tasking;
- Experience working in an organization where informality, collegiality, and inclusion are primary; a team player who can quickly gain the respect and confidence of stakeholders;
- High integrity; an enthusiasm and tenacity to make things happen; a personal (not just administrative) connection to our partners; and a sense of humor to render it all enjoyable;
- Full commitment to this role

Full-time, exempt position. The Executive Director will report to the Board of Directors of Music for Seniors and will not engage in any other employment, consulting or other business activity (full-time or part-time) without prior approval by the Board.

Salary Range: \$80,000 - \$85,000

Start Date: July 8, 2024

TO APPLY

If you are excited about the opportunity to lead Music For Seniors into a new era of growth and impact, we encourage you to apply by May 24, 2024. To apply, please submit your resume and a cover letter detailing your relevant experience and passion for the organization's mission to m4scareers@gmail.com.

Music for Seniors is committed to a diverse and inclusive workplace. As an equal opportunity employer, Music for Seniors strongly encourages applications from people of any race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability or age.