



Job Title: Executive Director

Reports to: Board of Directors

Positions Supervised: Director of Operations, MYSP conductors, MYSP interns

FLSA: Exempt

Hours: This position is full-time. The ideal candidate must be willing to work flexible hours including nights and weekends.

Mission: The MYSP celebrates musical development in a fun, inclusive, and collaborative community.

Position Description

MYSP seeks a dynamic and creative, visionary Executive Director with a passion for, and commitment to providing equitable musical opportunities for all youth in the Memphis metropolitan area. The ED will be responsible for the day-to-day operation of MYSP and its overall strategic direction, administration, and fundraising consistent with policies and directives established by the Board. The position requires excellent communication and interpersonal skills, operations management, and community fundraising capability. The ED will attend all concerts and special events and will work closely with the Board of Directors and the artistic staff to develop and sustain programs.

Job Duties & Responsibilities

General Administration

- Lead the development and implementation of the strategic plan for the organization that supports the artistic, financial, and public relations objectives of the organization in collaboration with the MYSP Board of Directors and artistic staff.
- Responsible for paying all MYSP bills (office rent, insurance, licensing fees, memberships, etc.)
- Track financial aid and scholarship awards
- Responsible for collecting and tracking tuition from families
- Work closely with the MYSP Board Treasurer to manage the budget and categorize expenses in QuickBooks

Operations

- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the MYSP (secure venues for rehearsals, concerts, and events;

oversee music library, music distribution, student attendance/tracking, and concert program layout and publishing)

- Maintain annual calendar and scheduling
- Hire, supervise, and collaborate with staff, conductors, and interns

Marketing

- Create flyers and social media content in Canva
- Manage social media accounts (including regular posts on Instagram and Facebook)
- Maintain the MYSP website
- Send regular email blasts to MYSP email list
- Manage student recruitment efforts alongside conductors

Development

- Develop and implement an annual revenue generation plan
- Research and prepare grant proposals and foundation requests from local, regional, state, and national funding sources
- Identify prospects (corporate and individual) and develop a strategy for soliciting donations

Public Relations

- Develop and maintain high-level relationships within the philanthropic, music education, government and private sector communities
- Serve as a community spokesperson for MYSP
- Maintain marketing activities (traditional media, website, social media, newsletter, etc.)
- Develop and implement an integrated strategic marketing plan to advance brand identity, broaden awareness of programs and priorities, increase the visibility of programs across key stakeholder audiences, and build strong relationships with the local school districts and the artistic community

Skills

- Demonstrated leadership and management skills
- Ability to multi-task
- Takes initiative
- Works well independently and collaboratively
- Creative problem-solving skills
- Enthusiastic and dynamic
- Flexible and organized
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external; e.g., board, parents, students, conductors, part-time employees, as well as public facing donors, sponsors, etc.)
- Experience with children, ages 7-19
- Experience in the following software platforms is a plus: Network for Good, Squarespace, QuickBooks, Canva, Google Forms

Qualifications

The ideal candidate will be fully committed to this role and the mission of the MYSP. They will be comfortable engaging in both strategic activities as well as taking a hands-on role with regards to program execution and administrative issues.

- Five to ten years of leadership and project management experience in the nonprofit arts/education sector
- Demonstrated experience fundraising: grant writing, year-end appeals, soliciting major gifts, experience working with a donor database system, e.g., Network for Good
- Demonstrated experience setting and managing budgets and financial forecasting

Compensation and Benefits

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

Health insurance: Reimbursed up to \$500/month.

Vacation: Paid vacation, holidays, and sick days.
Some flexibility to work remotely.

To apply

Qualified candidates should email a cover letter and resume to boardchair@myspmusic.org with “MYSP Executive Director Position” in the subject line by Friday, May 31. No phone inquiries, please.

For more information about the Memphis Youth Symphony Program, please visit our website at www.myspmusic.org