

Executive Director

ECCHO LIVE

The Executive Director (ED) provides leadership, operational oversight, and strategic direction in service of the organization's mission. The ED is responsible for all aspects of organizational management; including, programs, finances, human resources, fundraising, communications, and external affairs, while serving as the primary liaison to the Board of Directors and its committees.

POSITION DETAILS

- Full-Time, Salaried (Exempt)
- Location: Work-from-home with regular local travel; occasional regional and national travel as needed
- Reports To: Board of Directors
- Evaluated By: Full Board of Directors (annually)
- Direct Reports: All salaried staff and program contractors

I. ORGANIZATIONAL LEADERSHIP & MANAGEMENT 20% of Time

- Provide day-to-day executive leadership and serve as the primary leader for organizational operations, culture, and direction.
- Hire, supervise, mentor, and evaluate all staff; cultivate a high-performing, mission-centered organizational culture.
- Oversee all programs, operations, and administrative functions of ECCHO Live, ensuring quality, consistency, and alignment with the mission.
- Collaborate with the All Access On-Site (AAOS) Program Coordinator, providing joint oversight and mutual support on logistics and coordination.
- In coordination with the board, manage organizational risk, legal counsel needs, and insurance requirements to ensure appropriate coverage for all ECCHO Live programs and activities.
- In coordination with the board, develop and maintain policies and procedures governing organizational operations.

II. BOARD RELATIONS & COMMITTEE ENGAGEMENT 15% of Time

The Executive Director serves as a non-voting resource to the Board of Directors and all standing committees, ensuring alignment between governance and operations.

- Board of Directors
 - Maintain a transparent, responsive, and productive working relationship with the full Board of Directors.
 - Prepare and deliver monthly written updates to all Board members covering programs, finances, fundraising, and organizational priorities.
- Executive Committee
 - Collaborate on long-range strategic planning and organizational direction.
 - Present emerging opportunities, risks, and priorities for executive-level guidance.
- Finance Committee
 - Develop the annual organizational budget and multi-year budget projections for committee review and Board approval.
 - Provide regular financial reporting, variance analysis, and fiscal forecasts.
 - Ensure compliance with all financial policies, procedures, and legal/regulatory requirements.
- Fundraising Committee
 - Co-develop annual fundraising strategies, goals, and timelines with the committee.
 - Lead implementation of fundraising campaigns and stewardship activities.
 - Report fundraising progress and pipeline status at each committee meeting.
- Events Committee
 - Provide executive direction and operational oversight for all ECCHO Live events, including the annual Fall Workshop, monthly Day Off events, quarterly Networking Nights, and any new events.
 - Coordinate logistics including venue, catering, speaker coordination, scheduling, signage, and staffing.
 - Develop and execute event marketing plans for each unique event.

- Wellness Committee
 - Partner with the committee to develop, implement, and maintain ECCHO Live's programming and initiatives in the mental and physical health space.
 - Ensure wellness values are integrated across all organizational programs and communications.

III. FUNDRAISING & DEVELOPMENT

20% of Time

The Executive Director holds primary responsibility for the organization's revenue generation and donor stewardship, working in close partnership with the Fundraising Committee and Board.

- **Major & Annual Gifts:** Individual Giving
 - Identify, cultivate, solicit, and steward individual donors at all giving levels.
 - Develop and manage an annual giving program, including recurring donor campaigns and year-end appeals.
 - Maintain a personal portfolio of major gift prospects; conduct regular donor meetings and relationship touchpoints.
- **Sponsorship & Corporate Partnerships:** Corporate Sponsorship
 - Research, identify, and engage prospective corporate sponsors aligned with ECCHO Live's mission and audience.
 - Maintain consistent, value-driven communication with existing sponsors to ensure satisfaction and renewal.
 - Develop and execute the annual sponsorship program, including benefit packages, proposal development, and fulfillment reporting.
 - Serve as a brand ambassador within the music industry, cultivating relationships with artists, promoters, venues, and industry organizations.
- **Grant Funding:** Grants
 - Research and identify foundation, government, and corporate grant opportunities.
 - Write, submit, and manage grant applications and reporting requirements.
 - Maintain a grants calendar to ensure timely submissions and compliance with funder requirements.

- **Fundraising Events:** Events-Based Fundraising
 - Design and execute fundraising events and campaigns in coordination with the Events and Fundraising Committees.
 - Develop sponsorship tiers and recognition opportunities for event partners.
- **Stewardship & Records:** Donor Database & Stewardship
 - Maintain and grow the organizational donor and subscriber database.
 - Ensure prompt acknowledgment and recognition of all gifts.
 - Develop a comprehensive donor stewardship plan that builds long-term loyalty and giving capacity.
- **Long-Term Revenue:** Planned Giving & Endowment
 - Introduce and cultivate conversations about legacy giving and planned gifts as the organization matures.
 - Support the Board in building reserve and endowment strategies as appropriate.

IV. EXTERNAL AFFAIRS & COMMUNICATIONS

20% of Time

- Serve as the primary public-facing spokesperson and brand ambassador for ECCHO Live across all platforms and in all community settings.
- Oversee all communications channels, including the ECCHO Live website, email newsletters (MailChimp), and social media platforms (Facebook, Instagram, YouTube), ensuring consistent, mission-aligned content.
- Direct the creation and scheduling of regular digital content—including social media posts, email blasts, and website updates—in coordination with staff.
- Develop and execute event marketing plans to build audience and drive participation for each ECCHO Live program.
- Create and manage ECCHO Live brand assets and event signage in alignment with organizational brand standards.
- Lead advocacy and public relations efforts that elevate ECCHO Live's visibility and reputation within the touring and live music industry.
- Cultivate and sustain strategic partnerships with industry organizations, peer nonprofits, venues, artist management, and community stakeholders.

- Represent ECCHO Live at industry events, conferences, and community convenings.

V. FINANCIAL MANAGEMENT & COMPLIANCE

15% of Time

- Develop and manage the annual organizational budget and multi-year budget projections in partnership with the Finance Committee and Board.
- Monitor cash flow, account balances, and financial performance; present regular financial updates to the Board and Finance Committee.
- Ensure compliance with all federal, state, and local laws, regulations, and reporting requirements applicable to nonprofit organizations.
- Manage organizational insurance requirements and ensure ECCHO Live and all programs maintain appropriate coverage.
- Secure and manage relationships with legal counsel for organizational and program legal needs.
- Maintain sound internal financial controls and fiduciary practices.

VI. STRATEGIC PLANNING & MISSION ADVANCEMENT

10% of Time

- Partner with the Executive Committee and full Board to develop, implement, and evaluate the organization's strategic plan.
- Conduct ongoing environmental scanning to identify trends, opportunities, and risks relevant to ECCHO Live's mission and the touring industry.
- Set annual organizational goals and track performance metrics, reporting outcomes regularly to the Board.
- Champion innovation and continuous improvement across all programs and organizational functions.

QUALIFICATIONS

Required:

- Minimum of 5 years of progressive experience in nonprofit management, arts administration, or a closely related field.
- Demonstrated success in fundraising, including individual giving, corporate sponsorship, and grant management.

- Strong financial management skills, including budget development and fiscal oversight.
- Exceptional written and verbal communication skills; ability to represent the organization credibly with diverse audiences.
- Experience working with or reporting to a nonprofit board of directors.
- Self-directed and highly organized, with the ability to manage multiple priorities and deadlines independently.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and comfort with digital platforms including social media, email marketing (MailChimp), and website management (Wix or similar).
- Genuine passion for the touring and live music industry and its workforce.
- Ability to travel locally, regionally, and occasionally nationally as needed.

Preferred:

- Experience in the music industry, touring sector, or a related creative industry organization.
- Existing relationships within the touring professional community.
- Experience developing and executing event marketing and sponsorship programs.

Salary and Benefits:

- Annual salary range between \$115,000 - \$120,000 based on experience.
- \$500/month health stipend.
- PTO and Holidays

ECCHO LIVE has engaged Nonprofit Leadership LLC to lead this executive search. Interested candidates should submit a current résumé and a personalized cover letter sharing their nonprofit experience and connection to the live events and touring industry. Applications should be sent via email to elle@nonprofit-leadership.com. Candidates will be reviewed on a rolling basis with a deadline of August 19, 2026

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