



**EXECUTIVE DIRECTOR  
JOB DESCRIPTION  
August 2024**

**Nature and Scope**

The Buffalo Philharmonic Chorus (BPC) is a nonprofit corporation dedicated to providing choral music for the Western New York area at the highest artistic level. The chorus performs 20 – 25 concerts annually. The BPC performs as the primary choral partner of the Buffalo Philharmonic Orchestra (BPO) and independently produces 3 - 5 additional concerts annually. The 140-member chorus is governed by a volunteer board of directors, administered by a professional staff, and has a nationally leading Choral Music Director. The BPC recently adopted a new Strategic Plan based on the pillars of Artistic Excellence, Community Engagement and Service, and Stewardship. The Strategic Plan and other information are available at [www.bpchorus.org](http://www.bpchorus.org).

The Executive Director (ED) is the chorus' chief administrative leader reporting to the BPC President. The ED leads Strategic Planning and brings strategic initiatives to fruition and manages the chorus' administrative functions and finances. The ED works closely with the BPC Music Director in artistic planning, execution of performance and planning of other artistic programs. The BPC Music Director is appointed by and reports directly to the BPC President. Other current staff include a full-time Assistant Director of Administration and Operations and an Accompanist/Assistant Music Director.

The ED works closely with the President, Treasurer, other board members, board committees, staff and the Music Director to carry out the BPC missions in accordance with the BPC Strategic Plan. Consequently, the ED is expected to interact effectively with all personnel associated with the chorus, including chorus members, artistic and administrative staff, the Music Director, President, and the Board of Directors, as well as outside entities including the BPO, funding organizations, other arts organizations, community groups, and other organizations in the Western New York Community.

The BPC is based at an office in downtown Buffalo, NY in Asbury Hall and is a member of the Asbury Arts Collaborative. The position is hybrid with the requirement for regular in-person work. Travel locally is required for BPC activities, meetings and other community events promoting the BPC. Travel outside WNY is limited. Some work is required after normal business hours for rehearsals, performances, and other community meetings.

**Primary Accountabilities**

The ED will promote diversity, equity, and inclusion practices in the organization and a commitment to BPC values of Commitment, Professionalism, Camaraderie, Artistry and Joy.

### **Operations and Personnel Management:**

Develop, implement and oversee effective operations of the BPC.

1. Manage and supervise all administrative staff positions. This includes planning staffing needs, assuring budgetary support, establishing job descriptions and duties, hiring, providing coaching and performance evaluations. The ED will manage all staff management functions such as timekeeping, payroll, and other functions.
2. Assist the Music Director in attracting, recruiting, onboarding, and managing all other artistic staff, as well as organizing auditions and retaining a diverse group of volunteer singer members of the BPC, recognizing that artistic decisions and artistic staff decisions are the responsibility of the Music Director.
3. Establish, maintain, and assure compliance with personnel policies and procedures and ensure compliance with relevant state and federal employment laws and regulations
4. Supervise all operational activities, including preparation for rehearsals, concerts, and other BPC events with delegation to staff as appropriate.
5. Work with the Music Director, other BPC Staff, and Board Committees to ensure all resources are arranged for successful performance execution.
6. Create an administrative structure and decision-making mechanisms that promote a productive and inclusive working environment and effective staff relations.

### **Financial Management:**

The BPC ED is responsible for the financial operations and health of the BPC. The ED manages these functions with support and collaboration from the BPC Treasurer, President, Board and Finance Committee.

1. Execute day-to-day financial activities for the BPC, including receivables, payables, payroll, bank reconciliation, and financial reporting.
2. Develop the BPC annual budget for Board review and approval in coordination with the BPC Treasurer, Finance Committee and President, including expense projections gathered from the Music Director and all board committees.
3. Throughout the fiscal year actively monitor income and expenditures, comparing them with their budgeted values and take necessary actions to remedy major discrepancies.
4. In coordination with the Chorus Treasurer, develop financial reports for the Board of Directors monthly meetings.
5. Be responsible for all contract negotiations with subcontractors, including outside musicians and other contracted functions.
6. Negotiate contracts with collaborating organizations including the BPO, working cooperatively and in consultation with the BPC President.
7. Prepare materials for annual and other required financial audits, cooperating fully with the BPC Treasurer in their oversight capacity, annual and other required financial audits, and in preparing other required reporting.

### **Development and Fundraising:**

Construct, coordinate, and execute comprehensive short and long-term development strategies for assuring sufficient funds to support the BPC's operations and artistic initiatives in alignment with the BPC Strategic Plan.

1. Identify new grant opportunities, sponsorships, and funding sources that are aligned to the mission and activities of the BPC.
2. Lead the submission of all grant applications, including authoring materials, communicating with funders, and submitting all necessary documentation or progress reports.
3. Oversee individual donor campaigns to raise funds for the BPC.
4. Pursue corporate sponsorships for concerts and full season activities.
5. Solicit the input and expertise of Board Members, Chorus members and Board Development Committee.

### **Marketing and Outreach:**

Establish marketing and outreach strategies that further the brand of the BPC and improve our engagement with diverse communities across the WNY region.

1. Compile comprehensive marketing plans that include advertisement across multiple channels, as well as key messaging and branding guides for use on social media and other marketing platforms with delegation as appropriate with Staff and the Board Marketing Committee.
2. Be an ambassador and spokesperson for the BPC by cultivating and maintaining relationships with the media, appropriate agencies, corporations, foundations and other arts organizations throughout the region.
3. Utilize community relationships to strategically advance the BPC's mission and support the BPC strategic goals of community engagement and education.
4. Help the Nominating Committee identify potential board members to join the organization.
5. Collaborate closely with the Music Director and the BPC Board to define and build the BPC's artistic identity and facilitate excellent and innovative programming.
6. Work with the Marketing, Outreach, and Education committees to organize and implement key initiatives that further the reach of the BPC in the WNY community and beyond.

### **Strategic Planning and Board of Directors:**

In cooperation with the Executive Committee, facilitate strategic planning and other board activities to ensure the long-term success of the BPC.

1. Work with the Board of Directors, members and other volunteers to ensure that the BPC's mission is fulfilled through programs, strategic planning, and community engagement.
2. Attend all Board of Directors meetings, functioning as an ex officio member, and assist the President with meeting preparation as needed.

3. Facilitate periodic update of the BPC's strategic plan, ensuring key measurements are captured and reported to the Board periodically.
4. Assure that major BPC initiatives, budget needs and resources align with the goals of the Strategic Plan, soliciting input from the Board and Board committees as needed.

### **Desired Qualifications**

As a key leader for the BPC, the incumbent is expected to have a breadth of experience supporting and leading nonprofit organizations. Desired qualities 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.
- Significant experience managing nonprofit organizations, including budgeting and financial management.
- Strong leadership skills with the ability to influence those at all levels within the organization and across the community.
- Transparent and high integrity leadership.
- Proficiency with tools like Microsoft Office, Microsoft Teams, and QuickBooks.
- Exposure to choral music and an understanding of how it is produced.
- Strong organizational abilities including planning, delegating, and task facilitation.
- Strong 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 simultaneously.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Flexibility to redirect strategies in the event of changing conditions and environment.

*The Buffalo Philharmonic Chorus (BPC) is committed to providing a diverse, inclusive, and equitable environment for all staff members, volunteers, singers, and audiences regardless of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, ethnicity, age, education, genetic information (including family medical history) or disability. We are committed to providing equal opportunity for employment and advancement in all areas of our organization. We value diverse experiences and will ensure that all voices are heard and respected. We are committed to maintaining an inclusive and welcoming environment with equitable treatment for all.*