

Job Title: Executive Director

Organization: Chorus Abilene

Location: Abilene, Texas

Reports to: Board of Directors

Position Overview:

The Executive Director (ED) of Chorus Abilene will oversee daily operations, financial management, fundraising, marketing, and concert production. The ED will serve as a public face and key leader in advancing the organization's mission to bring music and community together. The position requires strong leadership, organization, and communication skills to support the growth and sustainability of the organization.

Key Responsibilities:

1. **Financial Oversight:**
 - Manage monthly reconciliation, payroll, bills, and budget proposals.
 - Work with CPA for taxes, 990EZ, W2, and 1099s.
 - Invoice and receive singer tuition; prepare financial reports for board meetings.
 - Supervision of employees and contractors
2. **Fundraising & Development:**
 - Write grants, engage individual donors, and secure corporate sponsorships.
 - Develop and implement solicitation programs to support funding goals.
3. **Marketing & PR:**
 - Write and distribute press releases, recruit singers, and oversee email marketing.
 - Set vision for organizational voice in social media content, collaborating with marketing team for concert promotions.
4. **Concert & Event Logistics:**
 - Coordinate concert details (venues, musicians, guest artists).
 - Oversee ticketing, front-of-house, and program printing.
 - Report to ASCAP after events.
5. **Website & Social Media:**
 - Oversee social media coordinator
 - Oversee website updates and manage digital content.
 - Coordinate with directors on marketing and educational programs.
6. **Youth & Education:**
 - Coordinate youth programs, including summer Morning Music day camp.
 - Recruit new chorus members, maintaining relationships with local music teachers
7. **Special Events (e.g., Abilene Idol):**
 - Oversee auditions and finals, coordinate with judges, sound crew, and manage event logistics.
8. **Tour Coordination:**

- Plan tour locations, collect payments, and lead the tour with travel agent assistance.
9. **Board Support:**
- Provide regular reports to the Board and support board committees as needed.
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Qualifications:

- Bachelor's degree required. Degree in arts management, nonprofit management, Business Management or related field preferred.
 - Nonprofit management experience preferred.
 - Experience in fundraising, grant writing, and financial oversight preferred.
 - Strong communication, organizational, and leadership skills.
 - Experience with event production and marketing preferred.
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Compensation & Benefits:

- Competitive salary in the 42,000 – 50,000 range based on experience.
 - 3 weeks paid time off, government holidays, some flexibility.
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Application Process:

Submit a cover letter, resume, and three references to info@chorusabilene.org.