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| POSITION<br>TITLE:      | <b>Executive Director</b> | DATE: July 2003 |
| REPORTS<br>DIRECTLY TO: | Chorus Board of Directors |                 |

### **ACCOUNTABILITIES**

1. Implement the mission and vision of CHORUS and work closely with the Board of Directors to support and promote the mission and vision
2. Implement direction and policies of CHORUS
3. In collaboration with appropriate Board Task Force/Committee, implement marketing plans
4. Develop fundraising strategies in collaboration with appropriate Board Task Force/Committee and coordinate implementation of fundraising plans
5. Secure funding to meet budget objectives in collaboration with the Board of Directors
6. Develop budget for Board approval and manage within the guidelines of the approved budget throughout the year, including overseeing submission of tax returns, insurance renewals, etc.
7. Maintain all records for the Board and CHORUS, such as a current mailing list, communications tree, resource list, Choir membership list, concert information, propriety documents, list of assets, printed materials, minutes, budget, etc.
8. Coordinate the grant writing process, including overseeing the submissions of grants, follow-through of grants, monitoring the grants, submitting necessary materials for the grants, record keeping, necessary reporting, etc.
9. Ensure CHORUS is accountable to the community and the people served by CHORUS
10. Attend Board meetings
11. Provide for administrative support to the Board of Directors and the organization, including preparing meeting agendas in conjunction with the Board, distributing Board minutes, responding to voice mails, providing general communications to or on behalf of the Board, etc.
12. Prepare and distribute CHORUS Newsletter
13. Maintain and keep current all Board forms and By-Laws of the Board
14. Other duties delegated by the Board of Directors

### **REQUIRED QUALIFICATIONS**

1. Knowledge of marketing strategies
2. Knowledge of fundraising strategies
3. Knowledge of grant writing
4. Knowledge of preparing and administering budgets
5. Knowledge of use of personal computer, word processing, spreadsheets
6. Excellent problem solving skills, written and oral communication skills, collaborative skills, and organizational skills
7. Ability to work independently with minimal supervision
8. Ability to meet schedule and time lines

### **PREFERRED QUALIFICATIONS**

Exposure to the arts community