POSITION DESCRIPTION

Executive Director | Santa Fe Pro Musica

With the vision to achieve national prominence among classical music organizations through excellence and innovation, Santa Fe Pro Musica is seeking an Executive Director eager to lead the organization toward and beyond its 40th anniversary season. The Executive Director will uphold the mission of Pro Musica: *to bring together outstanding musicians to inspire and educate audiences of all ages through the performance of great music.* Pro Musica's fall through spring season, running from September through April, provides residents and visitors with exceptional opportunities to become passionately engaged with great classical music and musicians.

The next Executive Director follows Elizabeth Harcombe's four-year tenure at SFPM. The successful candidate will inherit a strong organization with a robust musical footprint in this dynamic, culturally-rich city. The Executive Director will have the exceptional opportunity to partner with Pro Musica's new Music Director, for which a search is currently underway.

As administrative leader, the Executive Director is responsible for providing the vision, strategic direction and day-to-day oversight of the organization's resources to ensure success in carrying out its mission. Together with the Board of Trustees and Music Director, the Executive Director will work to ensure SFPM's financial and operational stability, and maintain its artistic excellence. Reporting to the Board of Trustees, the Executive Director oversees an annual budget of approximately $1 million and a total staff of 4.

Specific responsibilities include, but may not be limited to:

Represent the organization in all aspects of **leadership**, from articulating the vision and strategic direction to implementing the strategic plan and formulating and shaping short-term and long-range plans with the Board and staff; conveying both the long- and short-term vision of the organization to relevant stakeholders as part of gaining buy-in and support toward achieving overall organizational objectives.

Assume a central **fundraising** role and work closely with the Board to secure new and existing funding sources and opportunities, while identifying and cultivating new relationships and partnerships with prospective donors to extend and expand the organization's resources, donor pool and overall fundraising capacity. Oversee all annual campaigns and serve as primary grant writer, and engage and motivate staff in fundraising processes.

Oversee **finance and administration** and ensure timely, efficient and smooth execution of all SFPM activities, including concerts, fundraising events and Board and Board committee meetings. Direct the development of budgets for submission to the Board, making certain the Board is regularly apprised of the organization's financial status through proper and timely financial reporting. Ensure there are ongoing adequate and appropriate accounting processes and controls in place for all funds and assets. Analyze and assure adequate risk management requirements, systems and controls for the organization including financial, personnel, Board, property, and reputation.

Support the programmatic and operational goals of SFPM through **staff development**. Engender a work environment that is collaborative and team-oriented. Initiate and participate in developing systems, policies, and procedures that offer effective time management, and identify training needs to encourage professional growth and implementation of programs and procedures that address these needs.

Facilitate **Board relations** by encouraging continuous Board development and advising and informing Board members of progress and opportunities. Advise and contribute to the selection and recruitment of well-positioned Board members by tapping into potential direct relationships and contacts. Support the Board in fulfilling its governance and fundraising functions.

Engage in the community as a primary spokesperson and public face of the organization. Actively seek to expand SFPM's profile and reach by cultivating relationships with existing and potential new audiences, including current and untapped members of the SFPM community. Make sure that programs are consistently presented in a strong, compelling light. Clearly articulate the organization's mission, vision, programs and impact on the community. Maintain, cultivate and build strong relationships with other organizations and artistic communities within the Santa Fe region, and beyond.

TRAITS AND DESIRED CHARACTERISTICS

The Executive Director will be:

- a leader and strategic thinker with the ability to see beyond the immediate toward identifying opportunities, part and parcel of the ability to develop and oversee the realization of a long-term vision.
- creative, conceptual and collaborative and will possess exceptional interpersonal skills and the ability to interact effectively with staff, Board members, community members, and collaborating institutions.
- an inspiring leader who can engage and motivate people with energy and a sense of humor.
- revenue-driven and a relationship builder with strong fundraising and marketing skills; a brand champion who will work to differentiate and distinguish Pro Musica within the Santa Fe market and regionally using relevant marketing and awareness tools.
- team-oriented with the ability to delegate effectively, and work collaboratively and respectfully with the artistic team.
- possess strong personal communication and problem-solving skills; a decisive leader and a good listener open to direct and timely communication.
- willing and able to understand and adopt SFPM's unique culture among staff, Board, and musicians.
- a generator of new ideas and plans who can set clear goals and objectives, as well as implement and follow through on those goals.
- an articulate ambassador and spokesperson who unites SFPM's current constituencies and inspires new ones by telling the organization's story persuasively, in person and through various media.
- comfortable with public visibility and as an effective public speaker, projecting energy and enthusiasm.

- fiscally responsible and able to ensure that SFPM carefully manages its financial and programmatic resources.

Prior nonprofit leadership experience is strongly preferred. An abiding interest or passion for classical music is critical. Experience working in a collegial relationship with a music director or an artistic director is a plus. Prior successful fundraising, marketing and Board relations experience is expected and essential. The ideal candidate will have experience mentoring and managing staff as well as a track record in community involvement and partnership building.

Santa Fe Pro Musica was founded 38 years ago by oboist Thomas O'Connor and flutist Carol Redman. Their early ensemble, characterized by one founding Trustee as "a roving band of troubadours," has evolved over time into a three-part performance platform including an Orchestra Series featuring the Pro Musica Orchestra and soloists at the Lensic Performing Arts Center; a String Works Series presenting world-renowned string quartets at St. Francis Auditorium; and, a Baroque Ensemble Series featuring the Pro Musica Baroque Ensemble in the historic Loretto Chapel. Pro Musica's GRAMMY-nominated resident orchestra is widely recognized for performance excellence and innovative programming, presenting classical masterpieces alongside exciting contemporary works. More information can be found at: https://sfpromusica.org.

The economy of Santa Fe, New Mexico's capital city with a population of 83,000, is based largely on tourism and state government. The city boasts an extraordinary performing and visual arts community, ranging from the Santa Fe Opera to the Aspen Santa Fe Ballet, Santa Fe Chamber Music Festival and the Santa Fe Desert Chorale. Recently rated No. 2 among "best places to visit in the United States" by Travel + Leisure, Santa Fe serves as a cultural hub alongside access to some of the finest restaurants and outdoor activities in the West.

To apply, please submit a letter of interest, resume, salary expectation, and at least three professional references (name, work relationship, email, phone) to jobs@sfpromusica.org by November 15, 2019. Please include "Executive Director" in the subject line and all documents should be in PDF format and should not exceed 10 MB. You will receive a confirmation of your submission via the email address from which you submit the materials.

In your cover letter, please address the following two questions:

- **Describe how you would work with an artistic director to develop programming with the dual goals of increasing audiences and meeting SFPM's high artistic standards.**
- **Marketing and fundraising often go hand and hand. Please describe experiences you have had in creating and marketing gift opportunities.**

Santa Fe Pro Musica is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.