



Executive Director

[Columbia Choirs of Metropolitan Seattle](#), a 501(c)3 non-profit organization – based in Redmond, Washington – is a community based, nonsectarian family of nine choirs for singers ages pre-school through adult. Founded in 1984, Columbia Choirs brings singers together from across Seattle’s Eastside for international award-winning music training and performance opportunities.

Columbia Choirs is establishing the role of Executive Director to lead the organization in a time of growth and recovery. This innovative, community-minded professional will serve as the key spokesperson and chief administrator, guided by our mission and values while representing Columbia Choirs to internal and external constituencies and throughout the community.

The Executive Director manages Columbia Choirs’ administrative staff positions, collaborates with the Artistic Director and reports to the Board of Directors.

Primary Accountabilities:

Development and Fundraising

- Expand and diversify fundraising activities amid challenging markets

- Establish and maintain a stable donor base

- Build and cultivate strong relationships with Columbia Choirs’ stakeholders such as singers, families, donors, media, volunteers, and board members

Growth, Marketing and Outreach

- Lead the development and implementation of efforts aimed at membership growth

- Develop and execute a comprehensive marketing strategy for the organization

- Establish and manage business relationships with local, regional, and national arts and cultural organizations

Strategic Planning

- Develop and implement strategic plans to ensure the long-term success of Columbia Choirs

- Build community partnerships in collaboration with the Artistic Director and Board of Directors

- Monitor and analyze program success, industry trends and market changes

Operations, Administration and Financial Management

Collaborate with the Artistic Director for management of day-to-day operations

Collaborate with and manage the administrative staff

Work closely with the Board as an ex-officio Board member to ensure strong organizational fiscal health and effective governance

Required Qualifications

A 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.

Leadership experience (5+years preferred) with nonprofit organizations

Experience in fundraising strategies and donor relations

Ability to work collaboratively and independently

Flexibility adapting to changing needs and circumstances

Strong verbal and written communication skills

Ability to create long-lasting relationships with staff, singers, Board, donors, and partners

Comfort with web-based tools and social media

Commitment to the mission and values of Columbia Choirs, including diversity, equity, accessibility, and inclusion practices of the organization

Preferred Qualifications

Graphic design skills

Marketing experience (Search Marketing, SEO, Social Media Advertising)

Social Media experience (Facebook, Instagram, YouTube)

Exposure to choral music and the unique needs of choral or arts organizations

Special Requirements:

The position requires a minimal level of physical abilities: mainly lifting boxes/bins

There is minimal travel involved, but this aspect might develop at a later time

Hours will be flexible, but must be available for occasional afternoon, evening, and weekend events

This is a hybrid position. Much work can be completed remotely but on-site attendance at Seattle-area events is required

Status and Compensation 2022-23

Part time 30 hours/week

This position is year-round

Health care stipend or health care benefits available

This position starts at a salary range of \$50-54K with an opportunity to grow with our organization during annual performance reviews

Columbia Choirs is committed to providing a diverse, inclusive, and equitable environment for all staff members, program participants, members, volunteer, and audiences, regardless of race, color, religion, gender, national origin, age, education, or disability.

We are committed to providing equal opportunity for employment and advancement in all areas of our organization, so that all employees feel included, equally valued, and supported.

How to Apply:

Please submit a resume and cover letter to EDsearch@columbiachoirs.org

Attention: ED search

by 5/21/2022