

In Search of Our Next Executive Director

Candlelight Concert Society seeks a dynamic Executive Director to build on our 44 year history of offering the Howard County, Maryland community a world-class Chamber Music Series , an engaging performing arts series for children (CandleKids Series), and numerous Educational & Community Outreach Programs.

Our Organization

Candlelight Concert Society (CCS) is a 501(C)(3) non-profit organization whose mission is to present the finest national and international chamber music ensembles and soloists, to provide young people with a stimulating introduction to the performing arts, and to reach out to those with limited opportunities to experience the arts. Our office is located in Suite 230, 9030 Red Branch Road, Columbia, MD 21045.

Our 2016-2017 main-stage season includes eight weekend chamber music concerts and four Sunday CandleKids events (each performed twice). These performances are held in the Smith Theatre of the Horowitz Visual and Performing Arts Center at Howard Community College. Our Outreach programs include events in the Howard County public schools, Howard County Library and at hospices, Alzheimer's units, hospitals and other venues for those who are unable to attend in a formal concert setting.

CCS has an annual budget of \$232,000 with revenues derived primarily from ticket sales, grants, individual contributions, and corporate donations. CCS is governed by an all-volunteer Board of Directors. The Board meets regularly and divides into committees to accomplish the governance of the organization. The Executive Director attends Board meetings and most other Board-initiated meetings.

Candlelight Concert Society employs two additional staff members – a part-time Office Manager and a part-time Artistic Director. We are supported by volunteers who help with concert logistics, community outreach and administrative work.

Our vision for a new Executive Director is to find someone who is:

- capable of managing our day-to-day operations with assistance from a small staff, consultants, and volunteers
- able to work creatively with the Board of Directors and community benefactors to achieve our mission and strategic plans
- committed to cultivating, retaining, coordinating, and recognizing volunteers in all capacities – board, concert production, outreach, and administration
- experienced in researching, writing and pursuing eligible grants to support our mission
- able to effectively represent the organization in public and private settings



Our Next Executive Director

The new Executive Director will play a vital role in diversifying/enhancing fund raising strategies (including grant writing); marketing/community outreach; building a business outreach plan and possibly creating a business advisory board; and determining how to expand our audience base.

The Executive Director must be able to work flexible hours (some evenings and some weekends) due to our concert offerings, must be able to work well with a broad variety of people and have an interest in classical music and/or the performing arts.

Key areas of responsibility include management of all daily operations, concert logistics, outreach planning, marketing & public relations, and fundraising, including grant writing and grant management.

Experience Needed

Demonstrated non-profit management

Volunteer coordination experience

Excellent oral and written communication skills and computer skills

Grant writing and procurement success

Self-starter who shows initiative and is able to work both independently and well with others

Confident problem solving skills

Application Process

Individuals interested in applying for this position should email a cover letter, resume, references, and salary history to search@candlelightconcerts.org. Use the Subject line: Search-(your name).

Applications may alternatively be mailed to:

Executive Director Search Committee

Candlelight Concert Society

9030 Red Branch Road, Suite 230

Columbia, MD 21045

Closing date: Applications are due by 5:00 pm, Friday, January 20, 2017.

Inquiries about this position may be addressed to president@candlelightconcerts.org