Memphis Youth Symphony Program (MYSP)
Executive Director (ED)

Who We Are
Founded in 1966, the Memphis Youth Symphony is a non-profit organization that provides quality music education and performance opportunities for students. Our students come from all over the Memphis Metropolitan area and from a wide variety of economic and cultural backgrounds.

We offer:
- Two string orchestras and one full orchestra with approximately 150 students participating annually
- Scholarships so no student is turned away for financial reasons
- Sectional coaching with members of the Memphis Symphony Orchestra and other professional musicians
- Five-concert series annually at various metropolitan locations

For more information, please consult our website: www.mysp-music.org.

Position Description
MYSP seeks a dynamic and creative, visionary Executive Director with a passion for, and commitment to providing equitable musical opportunities for all youth in the Memphis metropolitan area. The ED will be responsible for the day-to-day operation of MYSP and its overall strategic direction, administration, and fundraising consistent with policies and directives established by the Board. The position requires excellent communication and interpersonal skills, operations management, and community fundraising capability. The ED will attend all concerts and special events and will work closely with the Board of Directors and the artistic staff to develop and sustain programs.

This is a new contract position, effective July 1, 2020, in response to MYSP’s new strategic plan. Reporting directly to the Board of Directors, the Executive Director will require close interface with all Board committees and work groups as the organization rises to its next level of service to the community

Job Duties & Responsibilities
General Administration
- Lead the development and implementation of the strategic plan for the organization that supports the artistic, financial, and public relations objectives of the organization in collaboration with the MYSP Board of Directors and artistic staff.
- Oversee organizational finances and annual activities
- Hire, supervise, and collaborate with staff, conductors, and interns

Operations
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the MYSP (secure venues for rehearsals, concerts, and events; oversee music library, music distribution, student attendance/tracking, and concert program layout and publishing)
- Maintain annual calendar and scheduling
- Manage student recruitment

Development
- Develop and implement an annual revenue generation plan
- Research and prepare grant proposals and foundation requests from local, regional, state, and national funding sources
- Identify prospects (corporate and individual) and develop a strategy for soliciting donations

Public Relations
- Develop and maintain high-level relationships within the philanthropic, music education, government and private sector communities
- Serve as a community spokesperson for MYSP
- Maintain marketing activities (traditional media, website, social media, newsletter, etc.)
- Develop and implement an integrated strategic marketing plan to advance brand identity, broaden awareness of programs and priorities, increase the visibility of programs across key stakeholder audiences, and build strong relationships with the local school districts and the artistic community
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Skills
• Demonstrated leadership and management skills
• Ability to multi-task
• Takes initiative
• Works well independently and collaboratively
• Creative problem-solving skills
• Enthusiastic and dynamic
• Flexible and organized
• Outstanding communication skills in multiple environments and with a range of audiences
  (internal and external; e.g., board, parents, students, conductors, part-time employees, as well as public facing donors, sponsors, etc.)

Qualifications
The ideal candidate will be comfortable engaging in both strategic activities as well as taking a hands-on role with regards to program execution and administrative issues.

• Three to five years experience of leadership and project management in the nonprofit arts/education sector
• Experience gathering, analyzing, and presenting data, and using data to inform strategy
• Demonstrated experience fundraising: grant writing, year-end appeals, soliciting major gifts, experience working with a donor database system, e.g., Network For Good
• Demonstrated experience setting and managing budgets and financial forecasting

Benefits
• Salary Range $35,000-$40,000
• Other benefits (e.g., vacation/sick days/stipend for health care) may be negotiated at the time of contract.

The first contract will be a one-year, renewable contract. The contract terms will be expandable to longer terms after a successful evaluation of job performance.

Application
Provide a letter of application and current resumé, including at least 3 references, to:
  MYSP Board of Directors
c/o Courtenay Harter
cvh95003+mysp@gmail.com

Review of applications will begin on June 1. Candidates chosen for interview will have the opportunity to view our strategic plan.

The finalist will have to complete a background check and will be required to sign our child protection policy prior to the start of the contract term. The MYSP is an equal opportunity employer.