Manchester Music Festival
Executive Director Position Summary

Manchester Music Festival (MMF) seeks a full-time Executive Director who will work in partnership with newly appointed Artistic Director, Philip Setzer, to chart the future for the Festival as it approaches its 50th anniversary. Setzer is a founding member of the world-renowned Emerson String Quartet, a Distinguished Professor of Violin and Chamber Music at SUNY-Stony Brook, Visiting Professor at the Cleveland Institute of Music, and Director of the Shouse Institute of the Great Lakes Chamber Music Festival. The Executive Director, together with the Artistic Director, and the Board, will work to shape a dynamic, engaging, and relevant future for the organization.

The Executive Director’s focus is primarily on business operations, marketing, fundraising, development, and financial performance, while the AD focuses primarily on developing artistic and educational programs and their components. Both positions report to MMF’s Board of Directors. Compensation range: $60-$80K.

Overview of Responsibilities

1. Provide effective management of the day-to-day operations of the organization, during pre-Festival (Oct-June) and Festival (July-Aug) and post-Festival (Sept) periods.
2. In partnership with Board leadership and the Artistic Director, establish goals and priorities, set objectives, and monitor progress.
3. Provide leadership in developing program, organizational, and financial plans in coordination with the Board, Artistic Director, and staff; and execute plans and policies authorized by the Board.
4. Spearhead fundraising, communications, marketing, and community outreach planning and implementation. Serve as an advocate and spokesperson for the MMF organization.
5. Coordinate and support the Young Artists during their residency program and provide support for the Rising Stars initiative.
6. Build MMF’s relevance to the community through increasing the depth and breadth of the MMF audience and stakeholders.
7. Promote active and broad participation by volunteers in all areas of MMF’s work.
8. Propose and monitor annual budgets; work with bookkeeper; accountants and Treasurer to produce all monthly/annual financial reports and tax filings. Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

Qualifications

1. Significant leadership experience with non-profit organizations, including the overall management of the operations and budget. Experience with a music festival or other arts organization is a plus.
2. Experience working with non-profit board of directors.
3. Ability to work collaboratively and effectively with the Artistic Director, Board, Young Artists, and community partners.
4. Outstanding management, development, and marketing skills.
5. Excellent communication skills, verbal and written; comfortable making presentations and in social settings with donors and community partners.
6. Knowledgeable in online marketing and social media platforms.
7. Working knowledge of budgeting and financial management.
8. Interest in and knowledge of current trends in classical music and its relationship to contemporary culture.
9. Strong interpersonal skills; an openness to feedback and new ideas.
10. Available to work evenings and weekends during the festival season.
11. Ability to oversee both paid and volunteer personnel to ensure the organization is well-structured to meet its needs.