JOB DESCRIPTION: STRATEGIC INITIATIVES DIRECTOR

WHO WE ARE:

Yo-Yo Ma conceived Silkroad in 1998 as a reminder that even as rapid globalization resulted in division, it brought extraordinary possibilities for working together. Seeking to understand this dynamic, he began to learn about the historical Silk Road, recognizing in it a model for radical cultural collaboration, for the exchange of ideas and tradition alongside commerce and innovation. And in an innovative experiment, he brought together musicians from the lands of the Silk Road to co-create a new artistic idiom, a musical language founded in difference, a metaphor for the benefits of a more connected world.

This initial gathering of artists was rooted in a simple, initial question: “What happens when strangers meet?” And thus Silkroad was born, as both a touring ensemble comprised of world-class musicians from all over the globe, and a social impact organization working to make a positive impact across borders through the arts.

Today, under the leadership of Artistic Director Rhiannon Giddens and Executive Director Kathy Fletcher, Silkroad creates music that engages difference, sparking cultural collaboration and education for a more hopeful and inclusive world. What does this look like?

- Creation of new music — Silkroad develops a musical language founded in difference and collaboration that draws on the rich tapestry of traditions that make up our many-layered contemporary identities.
- The Grammy award-winning Silkroad Ensemble — Silkroad thrills audiences worldwide with a collective of artists representing dozens of nationalities and artistic traditions, demonstrating how great beauty can emerge from great difference.
- Educational partnerships — Silkroad uses the arts to ignite passions and foster education in students, teachers, and musicians through training workshops and residency programs in public schools, universities, prisons, and indigenous and refugee communities.
- Social impact initiatives — Silkroad brings music, hope, and understanding to underserved, yet culturally rich, urban, rural, indigenous, and refugee communities.

For more information, visit silkroad.org.

POSITION OVERVIEW:

The strategic initiatives director is a senior staff member responsible for developing, implementing, and evaluating strategic programmatic and organizational development goals and outcomes related to current artistic, educational, and social impact priorities. As part of this work, they will focus on cultivating, securing, and maintaining partnerships with like-minded organizations that seek to contribute to Silkroad’s vision and mission. This position also partners with Silkroad’s development director to research, pursue, and organize public and private funding and other program resources to support Silkroad’s programming.
This position is a full-time, exempt role that reports to Silkroad’s executive director.

**KEY ROLES & RESPONSIBILITIES:**

20% Strategic Planning
- Gather, analyze and present essential data that drives decision-making about the direction of strategic initiatives.
- Support and advance an equitable and inclusive organizational culture that aligns with Silkroad’s goal of becoming an anti-racist organization.
- Prepare executive-level status reports on initiatives, project plans, progress, and results of relevant activities.
- Build and manage related budgets.

50% Partnership Cultivation & Management
- Identify and act upon opportunities to raise awareness of Silkroad with public and private funding entities, government partners, universities, and nonprofits.
- Establish and maintain ongoing coordination and liaison with partner entities.
- Develop and maximize effective pillar partners by representing Silkroad and actively engaging with and managing partners that are relevant to Silkroad’s mission.

20% Development
- Actively engage in board and donor relationship building.
- Help coordinate and attend special events and represent Silkroad’s values and goals with professionalism and commitment.

10% Team Collaboration
- Regularly advises on and contributes to Silkroad operations, development, finance, external relations, artistic, education, and social impact efforts.

N/A Other duties as assigned

N/A Responds to the needs and requests of Silkroad board, artists, and staff in a professional and expedient manner

N/A Adheres to all employer policies and procedures

**KEY QUALIFICATIONS:**

- Bachelor’s degree in a relevant field preferred; master’s degree preferred
- Minimum five years’ experience working in development or related experience required
- Enthusiasm for Silkroad’s mission, musical and education programs, and collective of artists and supporters
- Experience raising significant funds for artists and/or cultural non-profit organizations
- Connections within and knowledge of the Boston funding and arts community a plus
- Ability to lead and implement strategic thinking across channels and constituents
- Demonstrated interest in social justice and human rights
WHO YOU ARE:

- A cultural leader — Having empathy, cultural sensitivity and awareness, multi-literacy, creative practice, financial acuity, innovation quotient, and pedigree
- Socially and emotionally aware — Able to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize resources and supports for yourself and others
- Flexible and understanding — Particularly as it relates to ongoing organizational shifts in response to the COVID-19 pandemic
- A person who demonstrates —
  - An ability to fully embrace the multi-layered facets of the organization and its complex background
  - A passion for deep listening, and an authentic belief that artistic vision and operational process need to be in alignment around the pillars of diversity, equity, and inclusion
  - A core belief in the values of empathy, inclusion, and equity, as it pertains to a multi-cultural and racially diverse group of unique individuals
  - An ability to communicate (speaking, and more importantly, listening) respectfully, effectively, and inclusively with members of the organization for whom English may be their second or third language
  - Natural curiosity and the willingness to ask questions will be necessary traits: being a part of the Silkroad team inherently means being willing to learn
  - A passion for a broad range of new music, and a core belief in the value of music as a humanist agent for connection and for change
- A person with the following qualities —
  - Positive and can-do attitude — Confident and willing to deal with problems and/or new tasks
  - Strong interpersonal skills — Collaborative, friendly and humorous, contributes their strengths to projects
  - Organized and resourceful — Problem solves independently, not easily overwhelmed with multiple tasks
  - Able to prioritize and multitask — Responds to a full docket with efficiency and expediency
  - Responsive to feedback — Seeks feedback and applies immediately, takes suggestions with good intent
  - Communicative — Able to communicate openly and freely with supervisors and colleagues, in-person and remotely
  - Independent — Able to solve problems alone and manage own projects and workload
  - Writing and editing — Must have proficient English writing and editing skills, including grammatical precision
  - Excellent computer skills — Must be computer literate with typing speed of at least 50 words per minute; advanced Microsoft Office skills are preferred; advanced Google Drive and Slack skills are essential; proficiency in a MacOS environment required
  - Knowledgeable and passionate — About the arts and their potential for performance, education, and social impact
WORK ENVIRONMENT:

- Small, vibrant, fast-paced office (in-person or remote) that values initiative, efficiency, diversity, transparency, and teamwork
- Evening and weekend work occasionally required
- The noise level in the office work environment is moderate
- Physical demands may include sitting or standing for long periods of time
- Travel up to 30% domestically and internationally may be required
- During the COVID-19 pandemic, all employees work remotely

BENEFITS:

- Silkroad is an independent nonprofit organization based at Harvard University in Cambridge, MA. This full-time, exempt position offers a competitive benefits package.

EQUAL EMPLOYMENT OPPORTUNITY:

- Silkroad is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex (including pregnancy, gender identity, and sexual orientation), marital status, veteran status, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

HOW TO APPLY:

- Please submit a cover letter and resume to jobs@silkroad.org. This position will remain open until filled.