

### **Executive Director**

Status: Full-time; exempt employee  
Salary: \$52,000 starting salary  
Location: Pittsburgh, PA  
Deadline: Apply by September 30 for best consideration. Early applications encouraged.

### **Executive Director Position Overview**

The Pittsburgh Camerata and Pittsburgh Girls Choir are recruiting for a new full-time opportunity as Executive Director. We are seeking a leader with strong nonprofit management and fundraising experience, who will provide strategic and operational management in collaboration with the organizations' Artistic Directors. The Executive Director will build on recent strategic planning to create a framework for successful artistic collaboration and increase program and revenue generating opportunities for both organizations, working with the Boards and Artistic Directors to fulfill the organizational missions.

This new shared leadership position supports two independent Pittsburgh-based performing and music education organizations as part of a newly established administrative affiliation. Overall it is anticipated that time will be shared with  $\frac{2}{3}$  focus on The Pittsburgh Camerata and  $\frac{1}{3}$  focus on the Pittsburgh Girls Choir, understanding there will be overlapping responsibilities. The new Executive Director position will report to and receive support from the Joint Affiliation Oversight Committee, a group of four Board members with equal representation from the two organizations. The Executive Director will have a primary point of contact within the Committee. For more about the affiliation, see the [recent article in the Pittsburgh Post-Gazette](#).

### **The Pittsburgh Camerata**

<https://pittsburghcamerata.org>

The Pittsburgh Camerata (PC) is a professional vocal ensemble dedicated to and inspiring through choral excellence. Founded in 1974, the Camerata specializes in the entire choral repertory with a unique focus on Renaissance/Baroque and 20th/21st century works. Under the direction of Mark Anderson, the ensemble presents a subscription concert series each season in Pittsburgh and its surrounding suburbs. The ensemble is actively engaged in developing a catalog of recorded music. With an annual budget of approximately \$100,000, the Camerata's long-range plan includes expanding programming, audience growth and developing mentoring opportunities.

## **Pittsburgh Girls Choir**

<https://pittsburghgirlschoir.com>

Founded in 2005, the Pittsburgh Girls Choir (PGC) provides a supportive community committed to artistic excellence through an exemplary music education program for girls in first through twelfth grades under the leadership of Founding Director Kathryn Barnard. The PGC welcomes girls of all races, ethnicities and socioeconomic backgrounds. A sliding scale tuition structure makes this possible, as well as additional need-based scholarship. Additional PGC activities include community outreach, a summer choral festival camp, touring opportunities in the U.S. and abroad and the Women of Song program. The PGC's recently completed strategic plan includes creating satellite programs for younger choirs, mentoring and leadership opportunities for older singers, expanding collaborations with other performing groups and growing audience outreach and community engagement, under an annual operating budget of approximately \$220,000.

### Key Responsibilities:

Like all nonprofit leaders, the Executive Director should bring a balanced approach as a strategic and operational executive. They should have the capacity for organized, focused work, and an ability to manage multiple projects under tight deadlines, while maintaining an openness to changing situations and opportunities while fostering a culture of professionalism and accountability. Specific areas of responsibility include:

### **Leadership and Management**

- Develop a multi-year strategic direction in collaboration with Artistic Directors, building on current strategic plan(s) and affiliation expectations
- Responsible for ensuring day-to-day operations are carried out in collaboration with staff
- In collaboration with Artistic Directors, set and then manage the annual operational calendar
- Manage administrative staff, including development officer, communications specialist and contract bookkeeper
- Develop and adhere to appropriate policies and procedures
- Establish and ensure effective systems to track progress toward strategic goals

### **Fundraising and Communications**

- Lead fundraising efforts in conjunction with staff, volunteers and Boards, including individual giving, grants, sponsorships, special events and other opportunities
- Develop and implement fundraising systems that improve management and tracking of donor data, ticketing and other services, including new shared CRM

- Develop and work with staff to ensure effective and timely internal/external communications, including website, mailings, emails, social media, marketing and program materials
- Engage contract communication, marketing and IT expertise as needed to initiate and implement external messaging/marketing plan that integrates organizational programmatic, enrollment and fundraising goals
- Promote and advocate the organizations' missions and serve as spokesperson for The Pittsburgh Camerata and Pittsburgh Girls Choir in conjunction with respective Artistic Directors

### **Finance and Human Resources**

- Manage venue contracts and artist agreements/contracts in conjunction with the Artistic Directors; manage general payroll, accounts and processing with bookkeeper
- Oversee preparation of annual budgets, monthly financial oversight and other necessary financial documents and compliance

### **Board Relations**

- Maintain and support strong Boards of Directors for The Pittsburgh Camerata and Pittsburgh Girls Choir
- Responsible for communicating effectively with the Boards and providing timely and accurate information
- Assist in the identification, recruitment and on-boarding of new Board members
- Provide assistance for Board committees as needed

### **Experience, Skills and Qualities**

The position of Executive Director will be a challenging and rewarding opportunity that requires a diverse set of skills and experiences to achieve success. The Boards seek highly qualified candidates that can lead the organization with vision, skill, and creativity. While we understand that no single candidate can possess every qualification listed below, the following are priority areas.

- Passion for The Pittsburgh Camerata and Pittsburgh Girls Choir unique mission, vision and commitment to artistic and educational excellence
- Minimum five years experience in nonprofit management, fundraising, marketing/communication or equivalent professional experience
- Demonstrated success in working with a Board of Directors or similar governing body
- Strong communication skills, both oral and written
- Working knowledge of computers, CRM and calendar systems

- Attention to detail, well organized, deadline-driven, and able to juggle multiple priorities
- Ability to work independently and with diverse constituents
- Work style that is transparent, encouraging, collaborative, and that inspires others
- Knowledge of and networks in Pittsburgh and the region is a plus

### **Working Conditions**

- The Pittsburgh Camerata and Pittsburgh Girls Choir are committed to access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, services, programs, and activities
- Work involves some evenings and weekends per the concert/rehearsal schedule
- Must have, or be willing to obtain, appropriate PA clearances for working with children and youth (Criminal Record Check; Child Abuse Clearance; FBI Background Clearance)
- Reports to Joint Affiliation Oversight Committee (comprised of two board members each from both The Pittsburgh Camerata and Pittsburgh Girls Choir)

### **Compensation**

The starting salary for this position has been budgeted at \$52,000, with bonus opportunities based on meeting performance and revenue objectives. The position offers a flexible work schedule, including work from home/remote, generous paid leave, and benefit stipend subsidy (tailored based on individual need during contract negotiation)

### **Application Process**

Interested applicants should submit a resume and cover letter detailing their interest in and qualifications for this position to [EDsearch@pittsburghcamerata.org](mailto:EDsearch@pittsburghcamerata.org) (no phone calls). Please submit one PDF document that includes both cover letter and resume and include your name in the file name. Questions may also be directed to the email above. For best consideration, apply by September 30, 2021. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged.

*The Pittsburgh Camerata and Pittsburgh Girls Choir are committed to creating a diverse environment and are proud to be equal opportunity employers.  
Candidates of all backgrounds are encouraged to apply.*

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