

Wisconsin Philharmonic—Job Description: Executive Director

Position Description:

This is a salaried position as administrative leader of the Wisconsin Philharmonic – a professional symphony based in Waukesha, Wisconsin.

Reports to: Wisconsin Philharmonic Board of Directors; direct supervisor is Board President

Purpose of the Position: The executive director is responsible for leading the operations of the Wisconsin Philharmonic. The effective leader will follow the organization's policies and procedures to achieve its mission, is an advocate for the orchestra, is a liaison to the Board and its committees, and serves as the organization's public face in the community. Responsibilities include oversight of the organization's assets, office personnel, marketing, fundraising and finances. Job tasks include:

Operations:

- Manage and secure venues for concerts
- Work with artistic director and staff to assure accommodation, travel and contract needs are met for guest artists
- Manage the organization's spending in accordance with the stated goals and budget
- Hire and manage staff to assure the day-to-day operations including ticket operations, phones and payroll.
- Manage interns and employees
- Deploy staff to help maintain the donor/patron databases
- Prepare and submit payroll for office staff
- Maintaining the records of the organization to meet federal, state and local requirements.

Financial Management:

- Create an annual budget for the organization
- Work with the music director and others to create individual budgets for season concerts, special concerts and special events.
- Maintain and share financial statements with the board including a monthly report to the board on budget to actual results
- Manage expenses to produce a positive cash flow
- Manage Quickbooks database
- Pay bills and manage cash flow

Development:

- Help manage and develop the Board of Directors
 - Work with Board Chair to create a schedule of meetings and an agenda for each meeting
 - Seek new board and committee members.
- Maintain the database of patrons and donors
 - Clean lists, check addresses and solicit emails
 - Make sure all ticket holders, past donors and event attendees are on fund raising list
- Manage and use the fund raising software Donor Snap
- Work with the Fund Raising Consultant to create and implement an annual development plan that includes:
 - Writing grant requests/support the grant writing process
 - Creating support materials and providing information needed for grant or sponsorship requests

- Manage and provide support to the development committee
- Manage donor and sponsor benefits
- Develop a relationship with and seek funding support from the United Performing Arts Fund
- Manage fund raising events
 - Support Event Committee in their efforts to plan the Gala and the Fall Fashion & Furs events
 - Help secure venues and manage details of the events
 - Help promote events
- Identify and seek collaborations with community groups and other arts organizations

Marketing and Promotion:

- Attend and support marketing committee
- Create news releases to promote the orchestra's concerts and events
- Speak at community events
- Serve as spokesperson for the organization
- Create marketing plans for each concert
- Create a plan to sell tickets and secure new patrons and audiences
- Oversee and maintain the organization's website
- Develop season brochure