

Executive Director  
Cheyenne Symphony Orchestra

Reporting to the Board of Directors, the Executive Director will be charged with leading the Cheyenne Symphony into the next phase of its journey, with its vision, mission and values as a guide. The ED will be the organization's chief spokesperson, representing it to many constituencies, both internal and external. The scope of responsibilities will include external and community relations, audience development, fund development, long-range planning, and the overall operational, financial and administrative management of the organization. In particular, the ED will be responsible for leading the effort to increase our contributed income and broaden our support base through expanded community outreach and engagement.

The Executive Director will be a relationship builder who maintains a high professional profile and is able to cultivate financial resources in conjunction with the Board of Directors. S/he will lead the development of a long-term vision and strategy for the organization that is inspired and achievable. This will require an individual with superior interpersonal skills, verbal and written presentation abilities, and exceptional leadership abilities, in addition to futuristic thinking, team building and overall managerial talent. The Executive Director must have the capacity to guide and lead the organization through a crucial intersection where best business practices meet the high artistic quality of the Cheyenne Symphony.

The Executive Director and the Music Director work closely together in developing musical and administrative policies and actions. The ED supervises an administrative staff consisting of an Artistic Operations Director and a Patron Services and Administrative Associate.

#### KEY AREAS OF RESPONSIBILITY

- Working closely with the Music Director, Artistic Operations Director and Board of Directors, develops, recommends, and implements all long- and short-range artistic, strategic, educational, and financial plans;
- Takes a leadership role in development and fundraising; motivates and encourages Board participation in these efforts; develops strategies and oversees implementation of all development programs, fundraising and special event activities that support the annual fund drive, corporate sponsorships and special project initiatives; identifies funding opportunities from individuals, foundations, corporations and government agencies; develops effective donor identification, cultivation, solicitation, and stewardship strategies;
- Develops and manages organizational budgets: oversees cash flow needs, works closely with finance committee to provide clear and regular financial reports and forecasts to the Board, and maintains the highest standards of fiscal integrity; develops new performance and revenue-producing opportunities within the community;
- Develops marketing and public relations programs that achieve earned revenue goals from subscription and single ticket sales, increase and broaden audiences, enhance the CSO's visibility and reputation in the community, and provide superior customer service;
- Represents the CSO as a leader and public speaker, to all relevant and important local, and regional constituencies; develops partnership and collaborative opportunities throughout Cheyenne and the surrounding area to advance the goals of CSO;
- Maintains the highest artistic standards of orchestra personnel, conductors, repertoire and presentation;
- Maintains up-to-date knowledge of symphony orchestra business strategies, sales and marketing trends as they apply to the local environment, and brings the best thinking and ideas from the field to CSO operations.
- Attends all meetings of the Board and Executive Committee as an ex-officio member;

- prepares and presents reports for committee meetings as required;
- Oversees and guides a team that will develop and direct implementation of an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, and audience development. The team will negotiate and execute concert hall leases and rent other concert space as required, secures required equipment, instruments, licenses, and permits, and arrange for transportation and accommodations for musicians and equipment for local and run-out performances and broadcasts. ED and team will ensure that rehearsals and concerts are properly staffed and attend rehearsals and concerts.

#### QUALIFICATIONS AND EXPERIENCE

- Senior management experience in a non-profit organization, performing arts preferred, with increasing levels of responsibility and direct stewardship of Boards of Directors,
- A keen interest and appreciation for symphonic music and the profound ways it can affect people;
- Experience with labor relations; non-profit financial management; all facets of development and fundraising programs with special emphasis on developing major gifts; marketing, sales, communications and public relations, including knowledge of effective uses of social media and understanding of applicable marketing trends; community engagement activities and education programs,
- Proven success operating and concluding fiscal or calendar years with balanced budgets,
- Experience managing administrative staff -- encouraging growth and ensuring excellence,
- Experience as a public speaker and organizational representative with a high degree of community involvement

#### CHARACTERISTICS:

- Ability to develop and lead organizational change,
- An intelligent, articulate, innovative and collaborative leader, open to new ideas and multiple viewpoints,
- Exceptional leadership, organizational and administrative abilities,
- Strategic thinker with strong analytical and problem-solving skills,
- Persuasive and effective written and verbal communicator;
- Skilled at developing positive and productive relationships with all stakeholders: high-level business, community, civic and philanthropic leaders; musicians; union officials; technical and administrative staff; educators; and audiences from varying demographics,
- Skilled at financial management and budgeting; comprehensive understanding of financial statements and management of cash flow issues; able to operate effectively within strict budgetary constraints,
- A superior manager and team-builder, skilled at managing and motivating staff and volunteers, and comfortable working in a hands-on, small office environment,
- Must possess the highest degree of integrity, and inspire the trust and confidence of others,
- Effective representative and spokesperson for the CSO among and across multiple constituencies throughout the community

Email cover letter, resumé and salary requirements, with the names and contact information of professional references to: [careers@cheyennesymphony.org](mailto:careers@cheyennesymphony.org). No telephone calls, please.