

Feb 2, 2023

### **Arizona Philharmonic Co-Executive Director Job Description**

The Co-Executive Director (CoED) will work in tight partnership with the current Executive Director (ED) for the duration of the 2023/2024 season. Upon approval of the 2024/2025 budget (March 2024), it is expected that the CoED will become ED, and the current ED will become Artistic Director.

#### **Fundraising / Development: An estimated 70% of the CoED's job will be Fundraising.**

The CoED has primary responsibility for fundraising, with the support and active involvement of the Executive Director and Board of Directors. Specific fundraising goals are set as part of the annual budgeting process.

- Individual Donors: Establish and maintain relationships with individual donors at all levels; create and carry out special donor programs, campaigns, and events. Oversee proper acknowledgement of donations as required.
- Grants: Seek out and write grant applications. Establish feedback mechanism/process to ensure increasing success of grant efforts.
- Fundraising Events: Plan and carry out fundraising events.
- Corporate Donors

#### **Administrative: An estimated 30% of the CoED's job will be Administrative**

Budget: The Co-Executive Director will work in tight partnership with the Executive Director and Finance to prepare and carry out the annual Budget.

- Regular monitoring of budget and key financial performance indicators
- Forecasting
- Monthly reporting to the Board

-Oversee Operations Manager

-Oversee Marketing/Publicity

-Insurance

#### **Part Time position**

20+ hours/week

Salary: \$25,000 annually. Opportunity for additional compensation based on fund-raising results.

Location: Yavapai County

Occasional travel outside Yavapai County

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**Education Criteria**

AA degree minimum or higher in field of: Music, Business, Administration, leadership, non-profit management, or related fields of study.

**Desired Experience and Skills**

Experience in fundraising, strategic thinker, skilled relationship builder, communications open and direct, marketing, technology fluency with spreadsheets, Google Workspace, Airtable, Jotform. Proven experience as executive director or in other managerial positions. Experience in developing strategies and plans. Ability to apply successful fundraising and networking techniques. An analytical mind capable of “out-of-the-box” thinking to solve problems. Outstanding organization and leadership abilities. Excellent communication (oral and written) and public speaking skills.