



2728 Asbury Rd, Suite 200, Dubuque, IA 52001

POSITION TITLE: Executive Director  
RESPONSIBLE TO: Board of Directors  
CLASSIFICATION: Salary full-time, \$50,000; partial health; IRA

#### POSITION SUMMARY

The Northeast Iowa School of Music (NISOM) is Dubuque's community music school with the mission to make the life-changing benefits of music education and enrichment accessible to all through instruction, performance, and outreach. To achieve this mission, NISOM offers private lessons, group classes, two adult performance ensembles, a variety of free and ticketed concerts, free youth programs in downtown Dubuque, need-based scholarship assistance, and more.

We are seeking an Executive Director who has a passion for music and service to the community, and who will be the driving force of the organization. The Executive Director is responsible for ensuring all NISOM's goals as determined by the Board of Directors are adequately and appropriately met. Responsibilities include management and administration of the strategic plan and organizational goals, leadership and supervision of the staff, coordination and evaluation of all program initiatives, executive support to the Board of Directors, revenue generation and fiscal management. The Executive Director will also project a positive image of NISOM and NISOM partners to the community, and represent NISOM in a positive manner at meetings, workshops, seminars, and public events as requested.

#### DUTIES

##### Personnel

- Hire all staff, with assistance from the Board Personnel Committee as necessary. Revise job descriptions as necessary and publicize available positions.
- Perform staff reviews in conjunction with Personnel Committee as necessary.
- Perform faculty reviews annually in conjunction with the Artistic Advisor. Monitor faculty absences to ensure adequate attendance.

##### Supervisor

- Oversee Office Manager in all areas, particularly on-site programming, student communications and Kephart's Korner sales.
- Oversee Program Director in all areas, particularly event planning, preparations, and publicity and development and implementation of grant-funded programs.
- Oversee the Artistic Advisor in all areas, particularly in hiring of new faculty.
- Oversee and authorize major campaigns. Assist in securing major donations.

- Oversee compliance of faculty and other NISOM staff with established office, attendance, and payroll procedures.
- Train new staff on policies and procedures. Provide general orientation for new faculty.
- Draft personnel policies and oversee staff compliance with staff handbook, policies, and procedures.
- Create annual operating plan and calendar based on strategic plan and guide staff accordingly.

#### Financial

- Oversee all finances. Authorize non-routine or significant purchases and bill payments.
- Sign contracts and official documents.
- Oversee petty cash and cash handling in coordination with the Business Manager. Review cash deposits.
- Oversee log of accounts payable/receivable.
- Authorize payroll, checks, credit card purchases, staff reimbursements, and other payments and notify Treasurer when checks need to be signed.
- Review monthly financial reports
- Authorize routine advertising, outsourced printing, and purchases.
- Review scholarship applications and propose awards with the Artistic Advisor. Handle all communications with scholarship recipients.
- Work with Business Manager regarding preliminary budget figures and draft program and overall budgets. Prepare draft of annual budgets with assistance of Business Manager and input from staff and board committees, and work with Finance Committee to prepare annual budget for submission to Board of Directors.
- Analyze year-end reports.
- Work with external accountant on 990 informational tax returns.

#### Communications

- Oversee all external communications.
- Write press releases in conjunction with the Program Director and Office Manager as necessary.
- Create annual advertising plan.
- Create ads, flyers, posters, and other promotional materials as necessary.
- Create quarterly community newsletters.
- Design and send email newsletters.
- Manage social media accounts.
- Maintain web profiles (e.g., CFGD, Guide Star)
- Regularly update the news, events, outreach, and “about us” sections of NISOM’s website and prepare web content, including homepage graphics.
- Communicate with students, faculty, board, donors, local schools, and other arts organizations as needed.
- Represent NISOM to the public, including speaking at major events and service clubs as requested.

## Grant-writing

- Research grants for operating, scholarship, technology, project/program, and sponsorship funding as requested by the Executive Director.
- Make grant recommendations to the Grants committee and work with the committee to establish periodic grant plans.
- Write and submit grant proposals according the current grant plan.
- Follow-up with grantors and submit reports as necessary.
- Oversee all steps of grant writing including contracts and payments.
- Maintain grant files and proposal records.

## Fundraising and Development

- Create annual fundraising plan and oversee its execution
- Oversee all fundraisers.
- Prepare materials and provide input regarding campaigns and donors. Develop fund drive campaigns and oversee campaigns' execution, including developing materials and lists.
- Create and process ChamberFest Dubuque musician sponsor appeal.
- Act as point-person on creative fundraising materials.
- Meet with donors as appropriate.
- Place thank you calls to donors as needed.
- Draft thank you letter templates and write special acknowledgements.
- Manage donor welcome series.
- Manage Melody Club and prepare annual acknowledgement.
- Create development materials, such as donor brochures.
- As needed, record donations and process thank you letters

## Events and Programs

- Create programming plans as needed.
- Work with Program Director and Artistic Advisor to ensure event-related tasks are completed in a timely manner. Aid in event planning, preparations, and follow-up as necessary.
- Help execute event and programming communications and publicity.
- Design graphics and edit photos.
- Provide support at events, booths, and programs as needed.

## On-Site Instruction & Programming

- Authorize student refunds and policy exemptions.
- Prepare annual policy and calendar proposals.
- Review and approve class schedules and credit information as proposed by Office Manager.
- Send welcome emails to new students.
- Draft agenda for annual faculty meeting/dinner; reside over meeting.
- Aid Office Manager in preparations for new school year.

## Facilities & Equipment

- Serve as liaison between NISOM and property owners. Authorize improvements as needed.
- Approve purchase of office and cleaning supplies. Oversee Office Manager in inventory and receipts.

## Board

- Meet regularly with board chair.
- Prepare bi-monthly board reports. Attend board and committee meetings as necessary.
- Communicate with staff, president, and secretary regarding board materials and distribute reports to board members prior to meetings.
- Aid in development of board meeting agendas as needed.
- Prepare information for new board members and participate in orientation if requested.
- Maintain current board lists and information.
- Draft annual update to the strategic plan and work with board committee on revisions.
- Design process for occasional comprehensive reviews in coordination with board and executive director.
- Provide status reports on current strategic plan goals.

## General

- Stay informed about nonprofit issues, trends, and best practices.
- Project a positive image of NISOM and NISOM partners to the community, and represent NISOM in a positive manner at meetings, workshops, seminars, and public events as requested.
- Work in cooperation with Board of Directors and staff, and perform other duties as requested by the Board.
- Comply with NISOM Personnel Policies and Procedures and all other NISOM policies/regulations.

## QUALIFICATIONS:

- Bachelor's Degree in the arts, business, or a related field.
- A successful candidate will have non-profit leadership and fiscal management experience, and have excellent written communication, problem-solving, and organizational skills.
- A music background is preferred, as well as fundraising and grant writing experience.

OVERVIEW - This position description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, or efforts associated with the position. It is intended to be an accurate reflection of principal job elements.

To apply, send a cover letter, resume or CV, three professional references with phone numbers and Email to Tracey Rush at [trush@nisom.com](mailto:trush@nisom.com) by April 20, 2018.

For more information about the Northeast Iowa School of Music, go to [nisom.com](http://nisom.com)