



Executive Director Search

Job Title: Executive Director

Organization: Washington Master Chorale

Location: Primarily Remote (Washington, D.C. area; required in-person presence at concerts and donor events)

Job Type: Part-Time (20 hours per week)

Compensation: \$35,000 annually (\$70,000 FTE)

Start Date: July 1, 2025

About Washington Master Chorale: Washington Master Chorale (WMC) is a premier choral ensemble based in Washington, D.C. and dedicated to performing and promoting exceptional choral music. As it launches its 16th season, WMC is seeking an experienced, dynamic, and detail-oriented Executive Director (ED) to lead its strategic development and administrative efforts.

Position Summary: The Executive Director serves as the administrative leader and the principal development coordinator for WMC. The ED leads the organization in partnership with the Artistic Director (AD) and reports to the Board of Directors. The role includes strategic planning, fundraising, budget development, and personnel management. The ED also assists with marketing, season planning, and various operational front-of-house responsibilities for concerts. This is a part-time position with a flexible schedule, requiring in-person attendance at concerts and donor events.

Key Responsibilities:

- **Development & Fundraising:**
 - Lead and implement WMC'S fundraising strategies, including major gifts, sponsorships, and grants.
 - Manage WMC's annual fund and donor engagement initiatives with assistance from WMC's Development Consultant, and the Development Committee.
 - Cultivate and maintain strong relationships with donors, sponsors, partners and funding organizations.
 - Plan, organize, and execute fundraising events, including managing logistics, volunteers, and event follow-up.
 - Maintain and update donor databases and track fundraising data.
 - Prepare reports and analyze fundraising data to inform decision-making.
 - Write and submit grant proposals, maintain the existing grant calendar, oversee grant reporting, research and identify potential grant opportunities.

- **Strategic Planning & Board Relations:**
 - Collaborate with the AD and Board to develop and execute strategic plans.
 - Serve as the primary liaison between the Board and administrative staff.
 - Provide regular reports to the Board on fundraising progress and financial health.
- **Operations & Financial Management:**
 - Develop and manage the annual budget in collaboration with the AD and the Board Treasurer.
 - Oversee a small team of part time staff and contractors.
 - Assist with day-to-day operations as needed.
- **Marketing & Audience Development:**
 - Work with WMC's marketing consultants to develop outreach strategies.
 - Assist with branding, communications, and promotional efforts.
- **Concert & Event Support:**
 - Attend and support front-of-house operations for all mainstage concerts (three per season) and donor events.
 - Assist in concert logistics and patron experience management.

Qualifications:

- Proven track record of success in nonprofit arts management, development, and fundraising.
- Strong grant writing and donor relations skills.
- Experience with strategic planning and board relations.
- Financial management and reporting experience, including budgeting and financial reconciliation.
- Excellent written and verbal communication skills.
- Strong organizational skills and ability to work independently.
- Extensive knowledge of the professional classical choral music industry
- 5+ years of arts administration experience.
- Proficiency in Google Workspace (Docs, Sheets, Slides), Microsoft Office Suite (Word, Excel, PowerPoint), and donor management software.
- Knowledgeable in website development and maintenance.
- Master's degree in arts administration or a related field preferred.

Work Environment & Schedule:

- This position is primarily remote with required in-person attendance at all concerts and donor events.
- Flexible hours averaging 20 per week, with occasional evenings and weekends for events.

To Apply: Interested candidates should submit a resume, cover letter, and three references to Nathaniel Parks, nparks@washingtonmasterchorale.org. Applications will be reviewed on a rolling basis until the position is filled.

Washington Master Chorale is a 501(c)(3) charitable organization and an equal-opportunity employer. Candidates from diverse backgrounds are encouraged to apply.