



About Friends of Music Concerts (FOMC): We are an all-volunteer, not for profit organization which has sponsored chamber music concerts in Westchester County for 70 consecutive years. We also grant performance awards to help promote the careers of young professional musicians, and we support the development of middle/high school musicians through our Partnerships in Education and Scholarship programs.

Position: Executive Director

Reports to: Board of Directors

Position Summary: This is a new position, requiring an individual with an entrepreneurial mindset to grow the organization in alignment with the Board's vision, specifically in audience and Board development, fund raising and organizational effectiveness. The Executive Director is a non-voting member of the Board of Directors and all FOM committees.

Responsibilities:

- Audience growth and retention: With a marketing consultant and Board support, develop a comprehensive plan to increase subscription and individual ticket sales.
- Board development: With the Board Executive Committee, prepare and implement a Board development plan including an assessment of Board capabilities and needs; ideal Board size, skills and composition; and recruitment and onboarding programs.
- Administrative Duties and Support: While each Board member has specific responsibilities, the Executive Director ensures coordination of these activities, supports the Board members in their individual efforts, insures timely financial and compliance reporting and identifies risks and areas requiring attention. The Executive Director also supports and monitors the efforts of grant writers and assists the Board with donor and fundraising activities.
- Organize and implement a user-friendly repository for Board documents, many of which are currently stored on individual member's PC's, in addition to our existing cloud-based repository.
- Attend all Board meetings and concerts (7 per year), and be on site at concerts 3 hours in advance to provide logistical support for the event.

Qualifications:

- A deep appreciation of classical music.
- Working knowledge and familiarity with various social media (Facebook, Instagram, LinkedIn, etc.), CRM tools (Constant Contact, MailChimp) database tools (MS Access, MS Office), use of cloud for document/records repository.
- Good collaborative, communication (written and verbal) and organization skills.
- Experience as an Executive Director or equivalent.

Schedule: This is a part time position, approximately 20 hours per week. However, as the workload is skewed towards the fall and spring concert seasons, schedule flexibility is required.

Location: Primarily remote, but should attend all Board meetings, all concerts and, as required, some committee meetings.

Salary: \$35,000 per year.

To apply: Interested individuals should:

- Submit a resume and letter stating your interest and fit with this role.
- Applicants should contact Keith Austin, Board Vice President at irakeithaustin55@gmail.com

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