

New Jersey Intergenerational Orchestra
Managing Director Position
October 2023

Position: Managing Director, non-profit – part time, in a hybrid office environment

Annual Salary: high \$30s for a 30-hour average per week position; concert weeks may involve more hours, but fewer weekly hours are generally required from June-August

New Jersey Intergenerational Orchestra (NJIO) is seeking a Managing Director to report to the Board of Trustees and to help lead a nationally recognized organization whose mission is to connect people of all ages from diverse communities through music education and performances of orchestral and chamber music. NJIO welcomes musicians of all ages and varying skill levels into a nurturing artistic environment. NJIO serves its communities by presenting both affordable-admission and free orchestral concerts, outreach performances to communities that often cannot attend orchestral concerts, and special events throughout New Jersey. See NJIO's website www.njio.org for more information.

The Managing Director's primary responsibilities are to:

- Develop and implement comprehensive fundraising strategies to enable and sustain NJIO's future growth; coordinate the 30th Anniversary event in April 2024
- Develop and implement a coordinated marketing/branding plan to increase NJIO's reach and community awareness from both a membership and audience perspective
- Collaborate with the Artistic Director to develop an Annual Plan and Budget each year which provides engaging programs with an achievable budget in alignment with NJIO's Strategic Plan
- Oversee the non-artistic elements of NJIO programs, including membership recruitment and retention, audience development, concert and rehearsal management, and finance responsibility (in conjunction with Board Finance Committee)
- Manage NJIO's compliance with applicable regulations
- Supervise non-artistic staff and hold responsibility for HR management for the organization.
- Assist in the creation of future Strategic Plans
- Represent NJIO at community events to engage with local communities, develop the NJIO brand, and foster appropriate partnerships

NJIO's office and rehearsal space is located in Summit, NJ. The work schedule is generally flexible with significant time off-site if desired. NJIO rehearsals are currently held on Thursday late afternoons and evenings from September to May and a certain amount of on-site presence during these times is expected, including occasions such as staff meetings and covering absences of Rehearsal staff when needed. Attendance at Board meetings is required (currently held virtually but subject to change).

NJIO's four primary concerts are weekend events which the Managing Director must attend.

Work hours will average 30 hours a week, with a greater time commitment from September – May and less generally required in the summer.

Vacation/Time off – 3 weeks vacation, with prior approval of dates which do not conflict with major NJIO events.

Qualifications:

- Bachelor's Degree or higher
- Several years' experience in the non-profit sector, including participation in marketing, fundraising, and event planning
- Significant experience and skills managing people and teams
- Some familiarity with classical music necessary (performance experience helpful but not necessary)
- Ability to deal in a professional, warm manner with members, potential and actual donors, staff and the community at large
- Excellent written and oral communication skills
- Superior organizational skills. Ability to complete projects efficiently within time and cost parameters and at a consistently high level of quality
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and ability to learn and use non-profit management software (fund raising, volunteer management, etc.). Prior experience with non-profit software helpful but not required

Please contact NJIO President Alan Campell acampell@njio.org with an expression of interest if you would like to learn more about this position.