

Title: Executive Director

Organization: Northeastern Pennsylvania Philharmonic

Location: Luzerne and Lackawanna Counties, PA

Terms of Employment: Full-time, Exempt, some nights and weekends required for performances

About Us:

Celebrating our 52nd season, the Northeastern Pennsylvania Philharmonic (NEPA Philharmonic) is a vibrant professional symphony orchestra dedicated to championing classical music and fostering cultural enrichment throughout our region. We engage audiences of all ages and backgrounds through innovative programming, educational initiatives, and captivating live performances.

Position Overview:

We are seeking a dynamic and visionary Executive Director to provide strategic leadership and operational management for our esteemed organization. Collaborating closely with the Board of Directors, Music Director, artistic staff, musicians, volunteers, and community stakeholders, the Executive Director will drive the orchestra's mission, delivering live symphonic performances and music education of unparalleled artistic excellence.

Responsibilities:

1. **Strategic Planning:** Develop and implement comprehensive strategic plans to steer the long-term growth and sustainability of the orchestra, in alignment with our mission and values.
2. **Financial Management:** Oversee the organization's financial health, including budget management, financial operations, fundraising efforts, and proactive grant writing to ensure fiscal responsibility and stability.

3. Fundraising and Development: Lead major fundraising initiatives, nurture donor relationships, and innovate new revenue streams to bolster the orchestra's programs and activities.

4. Collective Bargaining: Collaborate with legal counsel to engage in collective bargaining agreements, ensuring equitable implementation of the Philharmonic's agreements with musicians.

5. Community Engagement: Foster robust relationships with community partners, patrons, sponsors, and supporters to expand the orchestra's reach and influence. Attendance at all Philharmonic events is integral to this role.

6. Program Development: Partner with the Artistic Director to curate captivating concert programs, educational initiatives, and outreach activities that resonate with the orchestra's artistic vision and serve diverse audiences.

7. Board Governance: Provide steadfast support to the Board of Directors in governance matters, board development, and strategic decision-making, upholding the orchestra's mission and values.

8. Marketing and Public Relations: Direct marketing campaigns, public relations endeavors, and audience development strategies to heighten awareness of the orchestra and attract new audiences.

9. Staff Leadership: Manage and mentor a dedicated team of administrative staff, volunteers, and interns, fostering a positive work environment and ensuring smooth day-to-day operations.

10. Advocacy: Serve as a passionate advocate for the orchestra and classical music within the community, championing the value of music education and cultural enrichment.

11. Concert Production and Bookings Oversight: Supervise all aspects of concert production and bookings, including venue contracting, guest artist arrangements, event planning, and insurance coverage.

Required Qualifications:

- Bachelor's degree in business, nonprofit management, or related field
- Demonstrated financial acumen with experience in budgeting, fundraising, and grant writing
- Exceptional communication skills, capable of articulating a compelling vision and engaging diverse stakeholders
- Proven strategic thinker with a track record of driving organizational growth and innovation
- Collaborative and inclusive leadership style, empowering others to excel
- Passion for classical music and a dedication to expanding access to the arts in the community
- Previous leadership experience in nonprofit management
- Flexibility to work evenings and weekends for performances
- Highly energetic professional with a track record of building donor relationships
- Proficiency with technology, including Microsoft Office Suite, internet-based collaborative applications, and social media

Preferred Qualifications:

- Master's degree in business, nonprofit management, or related field
- Resident of Northeastern Pennsylvania or strong familiarity with the region
- Experience with digital marketing, database management, or online fundraising platforms
- Previous leadership experience within the performing arts sector

Benefits:

- Competitive salary commensurate with experience
- Comprehensive health benefits package
- Generous vacation and paid time off

To Apply:

Please submit your resume, cover letter, and a list of professional references to our Board President, Carol Dembert, at nelsondembert@gmail.com or via mail to:

NEPA Philharmonic

Attn: Carol Dembert

195 Hanover St.

Wilkes-Barre, PA 18702

Applications will be reviewed on a rolling basis until the position is filled. The Northeastern Pennsylvania Philharmonic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.