



JOB OPENING: EXECUTIVE DIRECTOR

Volti – an award winning 16-voice professional vocal ensemble based in San Francisco, now in its forty-fifth season – seeks an Executive Director (part-time, hybrid, flexible hours averaging 20 hrs/week) to lead the organization in partnership with founder and Artistic Director Robert Geary. Volti’s mission is to foster and showcase contemporary American vocal music and composers, and to introduce contemporary vocal music from around the world to local audiences.

RESPONSIBILITIES:

General Management, Finances & Administration:

- Prepare annual operating budget for approval by Board of Directors.
- Prepare monthly/quarterly financial statements and forecasts for Board of Directors.
- Prepare contracts with artists, designers, contractors and venues.
- Process bills and receipts in QuickBooks along with general bookkeeping.
- Work with outside tax accountant to prepare federal and state tax filings. Ensure that Volti remains in compliance with all federal, state, and local reporting requirements.
- Attend and participate in Board meetings, coordinate meetings. Assist President with preparing agendas. Maintain files of minutes prepared by Secretary.

Fundraising & Development:

- Oversee development plan, including government funding agencies, private foundation grants, and individual donor campaigns.
- Write grant applications; manage grant awards and reporting requirements.
- Manage major donor appeals, general letter campaigns, house concerts, etc.
- Maintain database of donors, concert attendees, singers, and other stakeholders.

Concert Production including Marketing & Publicity:

- With the Artistic Director, develop and implement the annual concert program and calendar (2 to 3 concert programs per year, with 2 to 3 performances of each program).
- Produce concerts, including booking venues, contracting musicians, ordering and distributing music, compiling and publishing concert programs, and managing box office.
- Manage marketing and publicity campaigns.
- Organize weekend educational programs (1 or 2 per year) including booking venues, coordinating with attending choirs, and overseeing faculty and staff.
- Seek out, negotiate and manage collaborations and contract work with other arts organizations, presenters and festivals.

QUALIFICATIONS:

Experience with nonprofit performing arts organization management in most of the areas outlined above. Ability to work independently.

Status: Average 20 hours per week on an independent contractor basis. Some weekend and evening work required. Starting compensation \$35,000 - \$45,000 annually, paid bi-monthly.

Please submit a résumé and cover letter to apply@VoltiSF.org, describing what excites you about this position and how your experience uniquely qualifies you for it. Application deadline March 31; desired start date May 1. Principals only, no recruiters please.