

JOB DESCRIPTION

Executive Director

Not-for-profit Organization Overview

The Dunedin Music Society (DMS) is committed to *Connecting Local Communities with Live Music* by creating and offering: large festivals and local concerts that feature the award-winning Dunedin Concert Band; educational opportunities for amateur and professional performers through the Pinellas Community Players; and a multitude of workshops and impressive events.

Founded in late 2016, the DMS is looking for its first Executive Director to assume the administrative responsibilities of the organization which are currently overseen by the General Director, who will continue as the organization's Artistic Director. The position of Executive Director reports to the DMS Board of Directors but supports the work of the Artistic Director.

The Society is now positioned to grow beyond its initial launch, and our first dedicated Executive Director will directly influence two fundamentally important strategies for long-term sustainability:

1. To create, influence and build an operating infrastructure, and
2. To develop an Advisory Board that will integrate significant supporters and notable community experts into a forum for developing relationships and providing guidance.

Priorities

It is vital that the Executive Director focus on the following needs, at a minimum. Additional priorities may be identified and negotiated during the appointment process.

1. Ensure the DMS operates within all constitution, bylaw and legal parameters, and complies with all such requirements;
2. Engage in worthwhile fundraising opportunities, including the possible establishment of a Resource Development Committee;
3. Work well with the DMS Artistic Director, our primary lead in the organization;
4. Ensure accountability for all financial processes and reporting;
5. Locate and establish a suitable location for a medium-term administrative base of operations.

Tasks and Responsibilities

Administration

- Lead and coordinate meetings of the DMS Board of Directors and the Executive Committee;
- Ensure that the organization adheres to our constitution, bylaws and regulations;
- Manage bookkeeping, contracts, accounts payable and receivable in a timely manner, and reporting to the Board of Directors;

- Manage relationships with partnering organizations, including Creative Pinellas and the City of Dunedin Parks and Recreation Department, and ensure current commitments are upheld;
- Ensure all DMS activities take place with proper guidance, coordination and reputation management, and are self-financing.

Marketing

- Develop and cultivate relationships with local community groups, such as the Chamber of Commerce, Knights of Columbus, Roundtable, Junior League, Kiwanis, etc.;
- Manage relationships with area music organizations, including the Dunedin Scottish Arts Foundation, Creative Pinellas, various bands, orchestras and churches;
- Ensure an active online presence, including website, Facebook, and advertising.

Fundraising

Facilitate the growth of funds for four primary domains:

- Expanding and growing existing activities;
- Educating Directors and staff;
- Developing the organizational infrastructure;
- Establishing salaries and professional fees.

It is anticipated that the role will initially require 20 hours a week volunteered to DMS activities, including attendance at weekend and evening engagements such as concerts and community organization meetings in and around Dunedin, Florida.

Ideal Experience and Skills

- College graduate with relevant background in Nonprofit Management, Development, or Business Administration, etc.
- Several years successful leadership experience at a nonprofit organization
- Experience with and/or enthusiasm for live music and the DMS' mission, vision and values
- Excellent communication, presentation and computer skills
- Sense of humor, positive energy, integrity, impeccable work ethic