



River City Mixed Chorus

Position: Executive Director

Location: Omaha, NE United States

Closing Date: *Open until filled*

Organization Website: RCMC.org

Type of Position: Full-time (flexible, including evenings and/or weekends)

Pay & Benefits: Salary and benefit stipend, *negotiable*

Description of Position Duties:

Reporting to the Board of Directors, the Executive Director (ED) will support the Artistic Director (AD) to provide overall leadership to the Chorus, and will be responsible for providing direct oversight and management of all non-artistic areas, including creating and executing operating strategies, budgets and plans, manage administrative staff, and establish relationships with local, regional, and national arts and LGBTQ+ organizations.

The scope of responsibility also includes audience development, marketing, advertising, fundraising, external and community relations, volunteer management, and the overall operational, financial, and administrative management of the organization. The ED, in partnership with the AD, will oversee short- and long-range strategic planning and implementation. The ED will develop relationships and partnership agreements with music, performing, education, governmental, and community organizations to advance the RCMC's outreach activities and collaborative partnerships throughout greater-Omaha area and beyond.

The ED will provide support to best use the talents and resources of the Board, stimulate involvement, and assist in recruiting new members. The ED will work closely with the Board to ensure strong fiscal health and effective governance. The ED will be a relationship builder who maintains a high professional profile and is able to raise financial resources personally while educating, engaging, and energizing the Board in their role as fundraisers, policymakers, and community ambassadors.

In partnership with the AD, the ED will help guide the growth, public image and increased brand awareness of the Organization, with the mission, vision, and values as a guide in representing it to many constituencies, both internal and external, throughout the community.

Description of Position Qualifications:

The selected individual will have a well-rounded set of competencies that sets them apart from others, including the following:

- Results-oriented leader with the ability to set, pursue and reach goals with a can-do attitude.

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- Understanding of management and operations, marketing, institutional image building, and external relations, and have the presence and capacity to move initiatives forward in each of these areas.
- Exceptionally well-developed organization, project management, planning and negotiating skills.
- Demonstrated success in fund development and securing contributed revenue from multiple sources while maximizing earned revenue opportunities.
- Ability to give direction and guidance, have the self-assurance and confidence to enforce rules and regulations, but be flexible in order to preserve a positive community brand image and stakeholder satisfaction.
- Proficiency with standard computer programs and electronic communication tools.
- Experience in nonprofit arts management, preferred.
- Superior interpersonal skills, as well as verbal and written presentation skills with the ability to interact effectively with Board, staff, patrons, donors, sponsors, volunteers, and the community in a positive and cooperative manner.
- Strong motivation and team building skills.
- Excellent knowledge of fiscal management is critical.
- The model of integrity and fairness with the highest ethical standards.
- Ingenuity, dedication, enthusiasm, humor and energy are also key attributes.

Management and Operations:

- Direct and manage all aspects of the organization's operations, administration, education and outreach programs, and, in partnership with the AD, marketing and external affairs.
- Develop, implement, and monitor a long-term strategic and short-term operating plan and budget in coordination with the Board of Directors, AD and staff, and assume joint responsibility for its implementation, reporting progress towards goals regularly.
- Oversee all day-to-day operations to ensure that patrons, and other community members have a first-class experience any time they interact with the organization's staff and members.
- Ensure that the organization is effectively structured and staffed with competent persons whether they are paid or volunteer. Interview, hire, train, and mentor, staff and volunteers, assign work, and provide job performance reviews on a regular basis as requested by the Board.
- In partnership with the AD, execute concerts, events, and activities, which may also include programming, artist engagement, celebrations, special fundraising, and other events as may be needed.
- Consult and strategize with the arts community, businesses, and other strategic partners regarding facility rentals, equipment rental and other choral/concert-related areas.
- Develop a strategy to effectively mobilize and use volunteers in support of the organization's plans and programs.
- Maintain the organization with the highest ethical standards, ensuring that all correct business policies and practices are within the full extent of the law.

Outreach and Education:

- In partnership with the AD, create and execute plans to ensure a systematic, values-based approach to outreach and education.
- Develop partnership agreements with community arts, education, governmental, and cultural organizations to advance the organization's outreach activities and collaborative partnerships throughout the county and beyond.
- Work with all members of the community, develop appropriate strategic partnerships, and seek to include members of the community's various multicultural groups and people of all ages.
- Represent the organization at various community events in a manner that enhances its reputation and standing in the community, with a goal of allowing the organization to provide greater service to the community, state, and region.

Marketing and Public Relations:

- Oversee all marketing and public relations activities for the organization.
- Partner with the AD to communicate the work and mission of the organization to the public through the media and at public speaking engagements and through all necessary media, as needed.
- Act as spokesperson for the organization with community and regional arts organizations, education institutions, businesses, foundation, government agencies, and other stakeholders including nonprofit and corporate entities.
- Guide the increased brand awareness and impact of the organization, clearly articulating its mission, vision, programs and strategic direction to the public.
- Cultivate good relations with media in the area, the state, the county, interacting with and staying abreast of developments of the local, regional, and national performing arts communities.

Fundraising and Development:

- Guide the creation of a comprehensive development program, develop comprehensive plans that maximize contributed income, and assume a leading and active role in fundraising in consultation and cooperation with the Board.
- Take a direct leadership role in the organization's development programs, including its annual fundraising efforts, endowment, capital and planned giving.
- Identify appropriate funding opportunities from individuals, foundations, corporations, and government agencies with the Board and the AD.
- Lead staff, Board of Directors and volunteers in development activities, effectively cultivating, soliciting and maintaining strong relationships with individual, corporate, foundation, and government donors and sponsors.
- Coordinate with all city, county, and regional governments and foundation agencies on grants and funding programs.
- Strategize and execute the most effective donor stewardship methods with the Board and staff.

Financial Management:

- Develop, monitor, and maintain fiscal responsibility for the organization's annual budget, and ensure the most effective use of financial resources.
- Oversee management of cash flow and present appropriate balance sheets, income statements, and other financial oversight tools to the Board on a regular and timely basis.
- Develop an annual budget and business plan for presentation to the Board.
- Ensure financial controls are in place to maintain oversight and ethical use of funds.
- Provide oversight and supervision of bookkeeping and accounting in accordance with accepted accounting principles for nonprofit organizations.
- Work with legal counsel, when needed and appropriate, in representing and negotiating contractual matters, including contracts with rental organizations, agents, promoters, presenters, touring groups, ensembles, musicians, singers, and other independent contractors.

Governance:

- Provide support to best use the talents and resources of the Board, stimulate involvement, recruit new members, and work closely with the Board to ensure strong leadership infrastructure to maintain long-term organization success.
- Initiate and maintain effective communications with the Board President, Board of Directors, staff and volunteers.
- Provide concise, relevant, and timely information to the Board so that it can fulfill its policy and decision-making responsibilities.
- Actively assist in Board prospect identification, cultivation, and recruitment with the goal of developing Board members whose skills, experience, financial connections, diversity, and capacity meet the needs of the organization.
- Assist Board committees developing and implementing their goals and objectives and name appropriate board liaison to work closely with committees.
- Orient, educate, and engage Board members to maximize their effectiveness.
- Celebrate the successes of individual Board members and the Board as a whole in recognizing their contribution of time and resources as community ambassadors for the organization.

Experience and Qualifications:

Qualified applicants must have a bachelor's degree and a minimum of five years of related management experience, and a successful track record in best business practices in non-profit management or the performing arts field with a high level of leadership and fiscal management skills.

Applicant Submission Process

Please submit the following application materials to apply@rcmc.org

- Current Resume or CV – Curriculum Vitae
- Cover Letter or written statement of interest outlining your belief in generational inclusion, diversity, equity and access (IDEAs) on belonging, justice and healing through the performing arts and working with a LGBTQ+ chorus
- List of 3 references with contact information
- Application Deadline: RCMC will begin accepting applications on Tuesday, October 1. Applications will be reviewed by the hiring committee as they are received. The application process will remain open until the position has been filled.

River City Mixed Chorus is Omaha's only LGBTQ+ choir and one of the oldest mixed LGBTQ+ choruses in the United States. For decades it has given voice to the hopes of many that yearn for a more fully inclusive and diverse society. Over those many years, RCMC has grown from a group of 10 friends singing at The Max to more than 160 singers who perform at Omaha's most prestigious arts venues, including the Orpheum Theater and Holland Performing Arts Center. The auditioned membership is comprised of singers from all skill levels, from non-readers to current music educators. RCMC's mission offers singers and audience members alike safe spaces to celebrate all that makes us unique, diverse, and joyful. Past collaborations include the Grammy-winning choir *Conspirare (Considering Matthew Shepard)*, the Omaha Symphony (*The Songs of Rodgers & Hammerstein*), and the Gay Men's Chorus of Los Angeles *It Gets Better Tour*.

Diversity, Equity & Inclusion Commitment

RCMC is a LGBTQ+ community chorus that expresses itself through song and other performing arts. We provide a safe and inclusive space, respecting the entire range of gender expression and gender identity, race, ethnicity, national origin, socioeconomic background, sexual orientation, and attraction.

River City Mixed Chorus

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