

**Job Title:** Executive Director

**Organization:** Augusta Symphony

The Augusta Symphony is a non-profit organization located in beautiful downtown Augusta, GA. The Augusta Symphony owns the *Miller Theater* where it performs 11 concerts and one main fundraiser each season. The season runs from September to May with the fiscal year ending June 30<sup>th</sup>.

**Mission Statement:**

*To share the joy of great musical performance with our community. Together, we are music.*

**Summary:**

The Augusta Symphony seeks a dynamic and visionary leader to serve as Executive Director. The Executive Director will play a pivotal role in shaping the future of our organization. The successful candidate will be a proven business leader with a deep understanding of fundraising, budgeting, and financial and strategic oversight of an organization. Additionally, he or she must possess excellent leadership skills to motivate staff and influence peers. You will work closely with the Symphony Board of Directors, musicians, staff, and community partners to advance our mission and ensure the continued success of Augusta Symphony.

The Executive Director will assist with the Augusta Symphony's supervision of the Miller Theater, LLC, to operate the historic Miller Theater with staff and resources shared with the Augusta Symphony. You will work closely with the Miller Theater's Board of Directors, staff, and community partners to maintain a home for the Augusta Symphony and to advance the Miller Theater's mission to provide and produce diverse programs and events that engage, entertain, and educate.

**Job requirements:**

- Bachelor's Degree: Relevant degree in business, arts management, or related fields. Master's or higher preferred.
- 3 -5 years of leadership experience in organizational management, preferably arts administration, nonprofit management, or related fields.
- Possess business operations and administration expertise which includes management of day-to-day operations, including logistics, marketing, sales, and administrative functions.
- Possess strong financial management skills, including budgeting, fundraising, and grant writing.
- Ability to collaborate and work effectively with diverse stakeholders, including musicians, staff, volunteers, donors, and community members.
- Possess a proven track record in fundraising as an Executive or Development Director with a nonprofit or foundation.
- Proficiency in managing marketing channels to connect with the community and symphony audiences.
- Ability to focus on multifaceted responsibilities simultaneously with Board, Music Director, staff, musicians, volunteers, media, and community.

- Possess a strong work ethic and passion for music with a thorough understanding of challenges facing professional symphonies.
- Possess excellent communication skills: verbal and written.
- Be proficient in Microsoft Office 365 products and QuickBooks.
- Be present at all concerts and Symphony related social events – interacting with patrons and support group members (Augusta Symphony Guild, Augusta Symphony League, and Friends of Augusta Symphony).

**Responsibilities:**

- Strategic Leadership: Develop and implement strategic plans to enhance the Symphony's artistic excellence, financial stability, and community impact.
- Operations and Administration: Manage day-to-day operations, including logistics, marketing, ticket sales, and administrative functions.
- Financial Management: Oversee budgeting, fundraising, grant applications, and financial reporting to achieve financial sustainability.
- Fundraising and Development: Cultivate relationships with donors, sponsors, and patrons. Lead fundraising campaigns and explore innovative revenue streams. Maintain active memberships in various civic organizations.
- Artistic Collaboration: Collaborate with the Music Director and musicians to curate compelling concert seasons and educational programs.
- Community Engagement: Foster strong relationships with local schools, businesses, and cultural institutions. Promote the Symphony's role as a vital community asset.
- Collaborates with the General Manager of the Miller Theater on various initiatives such as scheduling and event planning, development, and fundraising.

**Compensation:**

Competitive salary commensurate with experience. Benefits package includes health insurance and professional development opportunities.

**Application Process:**

Interested candidates should submit a cover letter, resume, and references to [execdirsearch@augustasympphony.com](mailto:execdirsearch@augustasympphony.com).

For more details about our organization, please visit our website: <https://augustasympphony.com>