

**EXECUTIVE DIRECTOR  
DENVER MUNICIPAL BAND  
A Colorado 501c(3) Corporation**

**Summary:**

The Denver Municipal Band is searching for a full time Executive Director to guide us in our quest to build community, enhance equity, develop educational resources, and provide quality entertainment in the Denver area. We are a collection of historic, professional ensembles and educational outreach programs, and we've played in the Denver area for 160 years.

We have a tradition of playing concerts in local parks for free to all area residents. This is possible through strong partnerships with the City of Denver, Denver's Mayor and City Council, and the Department of Parks and Recreation. We value inclusiveness, diversity, equity, and accessibility for our staff, Board, volunteers and audiences to best serve all the residents of the Denver area.

If you love music, outdoor spaces, thriving communities, and would like to grow a nonprofit with nearly two centuries of service, this job is for you!

Salary range: \$50,000 - \$65,000

Benefits: 10 hours paid vacation per month and 8 hours paid sick leave per month for the first year; additional benefit plan development will be part of the Executive Director's duties

Qualified candidates may submit a cover letter, resume and three references to [dmr@denvermunicipalband.org](mailto:dmr@denvermunicipalband.org) by June 15, 2022. PDF format is appreciated.

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**Job Description:**

The Executive Director (ED) is the key manager of the Denver Municipal Band (DMB). The ED is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors (Board).

The ED should creatively develop programs, events, and activities to support the mission of the DMB and help this organization thrive and grow to meet the changing needs of the Metro Denver Community. This position affords the ED the opportunity to build upon the DMB legacy of over 160 years of performances and community service. The ED is expected to increase the DMB's contributions to local communities, provide exhilarating, entertaining performances; unite diverse audiences to build stronger, more equitable communities, and inspire young peoples' creative musical pursuits through a vibrant, equitable educational outreach program.

## GENERAL RESPONSIBILITIES

1. Board Governance: Works with Board in order to fulfill the organization mission.
  - Manage DMB in a manner that supports and guides the organization's mission as defined by the Board.
  - Communicate effectively with the Board and provide information necessary for the Board to function properly and to make informed choices on strategic issues.
2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
  - Raise funds and develop other revenues necessary to support DMB's mission. Fundraising includes funding the ED position and other Administrative positions as well as performance and educational activities.
  - Responsible for the fiscal integrity of DMB, including annual budgets and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Ensures fiscal management, in collaboration with the financial officer, that operates within budgets, ensures maximum resource utilization, and maintains a healthy financial position.
3. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
  - Implement programs, in collaboration with the artistic director, band manager, and educational outreach coordinator, that carry out the mission.
  - Provide strategic planning and implementation programs to ensure future viability.
  - Enhance DMB's image by engagement with governmental agencies, neighborhood organizations, education institutions, other performing arts organizations and interested community members.
4. Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible for hiring and retaining staff.
  - Coordinate with artistic director and band manager to ensure musicians are available for all performance and educational activities.
  - Provide responsible, effective administration of DMB operations.
  - Sign all notes, agreements, and other instruments made and entered into and on behalf of the organization.
5. Actual Job Responsibilities Overview:
  - Report to and work closely with the Board to promote involvement in policy choices, fundraising, and increased overall visibility of the organization.
  - Oversee Board and committee meetings.
  - Establish employment and administrative policies and procedures for all functions and operation of DMB.
  - Oversee marketing and other communications efforts.
  - Serve as DMB's primary spokesperson to the organization's constituents, the media, and the general public.
  - Other duties as assigned by the Board.

## **Professional Qualifications**

- A bachelor's or advanced degree in a related field such as Nonprofit Management or Public Administration or equivalent work experience.
- Several years of nonprofit management experience.
- Strong financial management skills, including budget preparation, assessment, option selection, and reporting.
- Involved fundraising experience including excellent donor relations skills and understanding of funding communities.
- Solid organizational abilities, including strategic planning, delegating, developing programs and staff, and creating organizational structures to ensure future growth.
- Ability to envision and communicate effectively the organization's mission to staff, donors, volunteers and the community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Demonstrate ability to integrate content and issues relating to, and to work effectively with, ethnically/racially diverse populations.
- Experience and skill in working with a board of directors.
- A history of successfully generating new revenue streams and improving financial results.
- Demonstrated ability to oversee staff while involving and collaborating with them in operational planning.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Transparent and high integrity management.
- Interest in the performing arts.