

Beginning two years ago, the FCCC Board of Directors worked with an arts consultant to undertake an assessment of our management structure. This work has led to the creation of a new Executive Director position to start on January 1, 2018. If you know of anyone who may be interested, please forward the description below.

Fairfield County Children's Choir
Job Description: Executive Director

The Fairfield County Children's Choir (FCCC) is seeking an exceptional Executive Director with strong management and leadership skills. The FCCC is a community-based choral program made up of over three hundred children in grades four through twelve from communities in Connecticut's Fairfield County and beyond. The FCCC was founded in 1995 to provide instruction in vocal technique, choral technique, music literacy and the appreciation of music through the practice and performance of great choral repertoire.

Basic Function

The Executive Director (ED) is the administrative leader of the FCCC, providing leadership, vision and management of the organization's business operations in support of the artistic and educational mission. The ED is responsible for the administration, development and marketing of the choir. The ED reports to the Board of Directors and the Music Director.

Job Description

This is a part-time position (25 hours weekly, for 50 weeks annually). Due to the nature of the job, some weeks will require fewer than 25 hours; others will require more. The Executive Director will attend all major concert events. A complete job description is available upon request.

Salary: \$35,000 - \$40,000; commensurate with experience.

Representative Duties

Administration

- Develop and present the annual budget.
- Organize and direct the day-to-day activities of the business staff.
- Maintain records.
- Assure timely and accurate implementation of Board directives, coordinating activities with other staff.
- Oversee production of newsletter for donors and subscribers.
- Oversee production of season concert book.
- Oversee production of three major concert program inserts.
- Build and oversee management of the master database.

Development

- Plan, coordinate and implement development efforts.
- Develop and implement a comprehensive program to identify funding sources.
- Maintain contact with donors; solicit and maintain season sponsors.
- Increase percentage of donations vs. tuition-based income.

