



Executive Director

Cantare Con Vivo
Oakland, California

www.cantareconvivo.org

About Cantare Con Vivo:

Cantare Con Vivo (CCV) is an intergenerational, non-profit choral music organization encompassing adult choirs, classroom music education and after-school choirs. CCV's vision is to inspire people to live in harmony, treating one another with dignity. Our mission statement: *"Cantare Con Vivo seeks to foster a diverse community of compassion and understanding across generational, cultural and economic boundaries through the beauty and power of choral music."* CCV's nationally acclaimed music education programs provide tuition-free choral music education weekly for more than 2,300 students in underserved Oakland schools. CCV also supports a 100-voice adult symphonic choir, 26-voice Chamber Ensemble and a 135-voice summer choir that together perform numerous diverse concerts annually.

Overview:

Cantare seeks a seasoned professional who is a strong leader and manager, is an effective communicator, and committed to our core principles of racial justice and equity. S/he/they will be a relationship builder and have a track record of extensive experience in fundraising and business. A successful candidate will partner with the Artistic Director, Director of Music Education, and Director of Children's and Youth Choirs to develop an integrated fundraising and marketing and communications strategy, as well as achieve CCV's progressive funding and organizational growth goals. The Executive Director will report directly to the Board of Directors. Key responsibilities include:

Leadership and Team Management:

The ED will serve as an exceptional organizational leader and manager of the administrative staff.

- Serve as an ambassador and spokesperson for CCV, and articulate the organizational mission to external constituents, partner organizations, and potential funders
- Maintain positive relationships with CCV staff, Chorale and Chamber Ensemble singers, stakeholders, and vendors
- Foster a culture of teamwork and appropriate volunteer participation throughout the organization, in support of the CCV mission
- Ensure achievement of CCV's goals through successful management of organizational operations

Board and Organizational Relations:

The ED will partner and work closely with the Board of Directors and Program Directors on all facets of the organization.

- Lead the development of annual updates to CCV Strategic Plan, in conjunction with the Board and Program Directors, evaluating action plans implemented and progress made toward goals
- Attend monthly board meetings and provide monthly updates on the status of all administrative and executive programs and projects
- Actively participate in Development, HR, and Finance Committees and other committees as assigned by the Board
- Assist with the expansion and development of the Board of Directors

Development and Fundraising:

The ED will lead the development activities of the organization as the chair of the Development Committee.

- Lead and guide the Development Committee in creation and execution of annual development and fundraising strategies and goals
- Actively and personally develop and grow relationships with major donors, foundations and corporations to drive sustainable growth in fundraising as needed to support planned program expansion
- Be responsible for constructing and implementing program and activities to ensure that all fund development revenue goals and short and long term fiscal sustainability of CCV are achieved
- Oversee semi-annual fundraising campaign efforts and the development of supporting collateral
- Secure sponsorship support for events, programs, and operations (via corporate, foundation, and individual sponsors), identifying and cultivating new private sector opportunities and partnerships
- Work with the Program Directors and grant writer in preparing and submitting timely grant applications to government, foundation, and corporate funders, providing all reporting required by grantors
- Oversee use of donor and patron database and iWave donor prospecting services, and use the data strategically to attract and retain donors, patrons, and stakeholders

Marketing:

The ED will provide strategic direction to the development, execution, and measurement of CCV's marketing strategies.

- Ensure marketing and communications strategies support CCV's annual goals and Strategic Plan
- Build strategic partnerships with media, community organizations, and partners that tell the CCV story
- Expand broader community awareness of CCV's mission and increase its impact
- In partnership with the Artistic Director, support the sustainable growth of CCV's adult choirs

Financial and Budget Management:

The ED will carry overall accountability for the strategic direction and financial health of the organization, in partnership with the Board Finance Committee, Administrative Manager, and Program Directors.

- Prepare and develop CCV's annual operating budget in support of the artistic and programmatic plans of the Artistic Director, Director of Music Education, and the Director of Children's and Youth Choirs
- Oversee the approved annual budget for all programming and events, monitoring expenses to budget line items
- Develop and implement short and long range organizational and financial plans consistent with the CCV Strategic Plan, in collaboration with the Artistic Director, the Director of Music Education, the Director of Children's and Youth Choirs, and the Board Treasurer
- Maintain and follow financial controls, ensure safe and sound accounting systems and procedures, and comply with governmental regulations
- Provide timely input to the Board Treasurer on financial projections and analysis for the monthly reporting to the Board

The ideal Executive Director of Cantare Con Vivo will have:

- Minimum of Bachelor's Degree with at least 3 years of experience in leadership for a non-profit organization, preferably in the arts
- Demonstrated ability to form, motivate, and encourage teams within the Cantare community

- Proven ability to develop relationships with individuals, foundations, corporations, and government entities that lead to significant and sustained financial support
- Demonstrated experience in organizational budgeting
- Strong and persuasive written and verbal communication skills
- Track record of inspirational public speaking as key spokesperson for the organization
- Superb time management, organizational, and logistical planning skills
- Ability to deal with a wide variety of personalities with respect, tact, and integrity
- Proven leadership and management skills

Required Working Conditions:

- Willingness to work flexible hours including evenings and weekends
- Willingness to work from home office
- Willingness to travel by car within the Bay Area

Compensation and Benefits:

Cantare Con Vivo provides competitive compensation and an excellent benefit package including medical, dental, vision, and paid time off. This is a full time salaried position with a starting salary of \$90,000-100,000/year commensurate with experience.

We are seeking candidates with a deep love for the arts and a personal commitment to fairness, social justice and innovation, and values that are central to our mission. We are committed to representation and inclusion, and we welcome applications with diverse perspectives and cultural backgrounds.

To Apply:

- Submit your cover letter, detailed resume, and 3 references to info@cantareconvivo.org
- Application deadline is September 15, 2021