



Executive Director

About the Choir

Kantorei, founded in 1997, is a nationally recognized, all-volunteer, highly auditioned choral ensemble based in Denver, CO. In its history, the choir has performed at the 2003 and 2011 National ACDA Conventions, regional and local ACDA conventions, the 2008 National Performing Arts Convention, the Aspen Music Festival, and others.

Kantorei's mission is to elevate the human experience through choral excellence. To support this mission the choir presents an annual season consisting of four concert series. Kantorei frequently hosts composers and conductors of international renown such as Kim André Arnesen, Ola Gjeilo, Anton Armstrong, and Eric Whitacre. Recent and future artistic priorities include premiering new works and recording projects including the most recent successful release of Infinity:Choral Music of Kim André Arnesen on the Naxos label.

Responsibilities

The Executive Director is an ex-officio member of the Board of Directors. This position reports to the Executive Committee of the Board of Directors and works closely with the Artistic Director. Principal duties and responsibilities include:

Organizational Leadership

- Participate in collaborative strategic vision and goal setting
- Execute Board policies
- Keep the Board fully informed on the condition of the organization and all important factors influencing it
- Support staff hiring and evaluations (when needed)
- Attend all Board meetings and required Committee meetings

Administration

- Assist with preparation of Board meeting materials and activities
- Participate in Finance Committee to monitor revenue and expenses against budget
- Hire and review all staff positions with direct report

- Manage venue contracts and logistics for concerts and events
- Oversee marketing strategy and results
- Oversee all volunteer activities and duties
- Manage all administration and business activities as required

Development

- Identify, manage and review all foundation and government grant fundraising activity
- Develop and secure corporate relationships and sponsors
- Participate in Development Committee meetings and activities
- Cultivate and increase individual donors and contributions in line with the Board's annual fundraising goals and in coordination with the Development Committee
- Attend all concerts and events

Community Relations

- Participate in Outreach Committee to identify and secure community engagement opportunities
- Explore and develop opportunities to improve patron and audience relations
- Work with the Artistic Director to identify and secure collaborative opportunities
- Develop relationships with arts peers in the community

Qualifications

- Bachelor's degree in arts administration, communications, music education or equivalent experience in performing arts administration or other nonprofit organizations
- Outstanding communication skills for written and oral communications, public speaking, negotiation, consensus building, and networking
- Understanding of current marketing and social media formats.
- Natural ability to take initiative and drive the growth and maturity of the organization
- Excellent management, organizational, and interpersonal skills
- Ability to recruit, lead and motivate volunteers
- Business and financial management experience
- Commitment to promoting choral music of the highest quality
- Understanding the principles and operations of nonprofit organizations including financial management and reporting, Bylaws, Board development, marketing and advocacy
- Experience in leading fundraising activities for nonprofits or similar relevant experience
- Enthusiasm for the mission of the organization
- Ability to work effectively with the board of directors and artistic staff
- Ability to represent the organization with funding agencies, donors and supporters

The position of Executive Director is considered full-time. Please submit a resume and cover letter by June 15, 2018 to jobs@kantorei.org.