



POSITION OPENING

Executive Director

Established in 1964, Bloomington School of Music is a non-profit organization whose mission is to provide open access to high-quality music education to anyone who seeks it, regardless of economic status, ability level, ethnicity, or religious affiliation. Bloomington is committed to providing scholarships and financial aid in support of its mission.

Bloomington's offerings include group music classes and private instruction for children and adults in classical, rock, and jazz, a wide range of early childhood classes, community partnerships with public and private schools, a senior retirement center, a head start program, and over 70 free concerts each year in the community.

The organization currently has 60 faculty members, including 5 resident teaching artists, 16 board members, 8 full-time staff and several part-time and on-call administrative staff. The school's budget of approximately \$2 million comes primarily from tuition, rental income, individual donors, and institutional gifts and grants.

The organization's Executive Director of six years recently announced she would be departing to take a new position closer to her home. An experienced Interim Executive Director has been appointed to provide stable and continuing leadership while Bloomington's board searches for a new leader with input from faculty and staff.

The school has invested in a number of programmatic projects, including new ensembles, groups, and community partnerships. New technology, including a registration system, development database, and website with new branding has created the environment for more engagement with our community. Finally, the school's concert hall and backyard received a make-over courtesy of TV show *George to the Rescue* and an army of volunteer contractors.

The incoming Executive Director will:

- Be expected to optimize current and future enrollment, maintaining Bloomington's private instruction program while supporting and promoting new initiatives to broaden the school's engagement in the musical life of the community;
- Be expected to uphold Bloomington's core mission to provide access through financial aid and scholarships;
- Be responsible for maintaining and deepening individual and institutional donor relationships in conjunction with the board. Organizing fundraising events such as the annual benefit and "Performathon" (a day-long marathon of performances by students) are important components of this effort;

- Supervise a talented and diverse faculty and staff, developing a sense of community through meetings and events;
- Interact with the school community and promote social networking among faculty, staff and families;
- Assure building maintenance and manage grants for capital improvements; and
- Prepare and manage the school's operating budget, grant budgets and reporting, and prepare for annual audits.

Bloomington seeks the following experience, skills, and sensitivities in an Executive Director:

- Substantial and successful experience as a head or other leading position at a music school or other non-profit arts-oriented institution;
- Experience supervising and working with a diverse, multicultural, high-functioning staff who are deeply committed to the organization and view it as a community, and the commitment to prioritizing diversity, equity, and inclusion;
- Experience working with children, teens, and adults;
- Experience partnering with an active and involved board of directors;
- An educational background in music, teaching experience, or related experience;
- Financial acumen, including budgeting and experience working with auditors;
- A proven record raising funds from individuals, government agencies, and foundations;
- Experience guiding teachers to motivate students of all ages and skill levels;
- An educational vision for attracting students to the school (e.g. by promoting the school as a better alternative to home lessons through ensemble and chorus programs);
- Experience in business project oversight, ideally in overseeing maintenance and renovation of facilities;
- Experience reaching out to, and working with, representatives of the community to elevate the school's position as a cultural anchor; and
- The desire to work in an organization that operates during and outside of typical business hours.

Applicants should send a cover letter and resume by April 24, 2020, to Bloomington School of Music's Board President, Ken Michaels, at kmichaels@bsmny.org.

Bloomington School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin,

sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.