



WHEELING SYMPHONY ORCHESTRA

John Devlin, *Music Director*

WHEELING SYMPHONY SOCIETY, INC. EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB TITLE: Executive Director

REPORTS TO: Board President

SUPERVISES: Entire Staff

JOB SUMMARY: The Executive Director is responsible for managing the human and financial resources of the Wheeling Symphony Society, Inc. in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization, and implementing the policies set by the Board of Directors. Executive directors set the tone for organizational operations, formulating and carrying out policies and programs related to administrative, budgetary, staffing, fundraising, community activities and patron/donor relations.

A variety of action-oriented, interpersonal and intellectual competencies are required for this position including, but not limited to the following:

1. Ability to plan and organize, take decisive action and drive results
2. Ability to communicate information, build relationships and influence others
3. Ability to apply technical knowledge, interpret technical or complex information and analyze problems, and think creatively to develop strategies and solutions
4. Demonstrate leadership ability; team-building skills and training/teaching skills

EDUCATION: Bachelor of Art or Bachelor of Science Degree.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Planning

- Assist and participate in the development and implementation of a strategic plan for the orchestra that supports the artistic, financial, and public relations objectives of the organization.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

Board of Directors

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and delivery to the public services the Wheeling Symphony, Inc. is to provide.
 - Attend all meetings of the Board and Executive Committee; prepare and present written reports for each Board and Executive Committee meeting and for other committee meetings as required. Ensure that meeting minutes of Board and Committee meetings are recorded, filed and distributed as appropriate.
- Provide a written Mid-Year and Year-End report.

Fundraising and Development/External Relations

- Ensure effective communication with the constituencies of the Wheeling Symphony Society, Inc. such as volunteer groups, other arts organizations, public agencies, government agencies, and the general public.
- Pro-actively promote current and new fundraising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and the identification and cultivation of donors.
- Ensure the timely preparation and submission of grant applications and reports to foundations, corporations and government agencies.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Direct advocacy activities at local, state, and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board of Directors.
- Act as ambassador for the Wheeling Symphony Society, Inc. by participating in key community engagement activities and partnerships with businesses, public institutions and other non-profit organizations.

Artistic Administration

- Form a productive and professional working relationship with the Music Director.
- Work with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the WSS Financial goals and Strategic Plan.

Concert Support

- In consultation with the Music Director, develop a timely plan for orchestra operations, including rehearsal schedules, local concerts, program themes and ideas, guest artists, special events, and audience development. Direct implementation of the strategic plan.

Finance

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- In conjunction with the Finance Committee, prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Ensure preparation of monthly financial statements for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Provide information as needed for annual audit.

Administrative

- Provide day-to-day management support, direction and motivation for the office staff to assure that the staff is properly focused and led to achieve the expected business results.
- Recruit, select, and supervise administrative staff. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed but at least annually in writing. Maintain personnel files.
- Prepare and revise job descriptions, employee handbook, and employment policies.
- Develop, implement, and monitor compensation and benefits programs.
- Maintain all payroll records for administrative and artistic staff.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Purchase equipment, supplies, etc., according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints in a timely manner.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Maintain adequate insurance to protect the orchestra's assets/property.

Direct-Service Volunteers

- Use direct-service volunteer resources effectively to help the Wheeling Symphony Society, Inc. in meeting its goals, and to make the experience meaningful for the volunteers.
- Assist direct-service volunteers as necessary to help ensure the success of their activities.

Musicians

- Assist Music Director and Personnel Manager in hiring of all musicians; negotiate and execute individual contracts according to approved budget and policies set by the Board.
- Serve as principal staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters.
- Coordinate all aspects of auditions.
- Assist and support Board in negotiations with bargaining unit for WSO musicians.

Education

- Together with the Music Director, Development Director, Education Officer and Education Committee, recommend to the Board appropriate education initiatives and implement them.

General

- Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.
- Carry out additional duties as assigned by the Board President.