

COASTAL CONCERTS

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Executive Director of Coastal Concerts will manage operation of the organization in fulfillment of its mission and in accordance with the plans and policies established by the Board of Directors.

The Executive Director is employed by Coastal Concerts, reports to the President of the Board of Directors, and is accountable to the full Board for administering Coastal Concerts business and managing the organization's daily operations. The Executive Director will work with Board members and committee chairs as required to ensure the organization's efficient operation and to support achievement of goals and strategic objectives.

SPECIFIC RESPONSIBILITIES:

- Report to the President (or Vice President in the president's absence).
- Attend all Board Meetings but is not a voting Board member.
- Attend all Program, Outreach and Fund Development Committee meetings, as well as other committee meeting as necessary.
- Develop agendas for all Board and Operating Committee meetings.
- Participate in Operating Committee meetings.
- Gather and distribute to board members committee reports and other relevant documents.
- Send reminders of Board meetings.
- Process and maintain all Board and committee correspondence, reports, contracts, programs, tax filings and communications in accordance with established retention policies.
- Coordinate arrangements for the annual Board retreat and special events such as donor recognition receptions.
- Research and select vendors for printing and other outside services. Facilitate mailing of tickets and distribution of newsletter.
- Oversee ad sales for the annual program booklet and oversee the publication's production.
- Register Coastal Concerts as member of Chamber of Commerce and other professional organizations and participate in their meetings.

- Maintain effective working relationships with the executive directors of other local arts organizations including, but not limited to, Clear Space Theatre Company, the Rehoboth Art League and the Rehoboth Beach Film Society.
- Attend all concerts and related events; manage ticketing and will call at concerts.
- Maintain databases of donors, tickets sales, and mailing lists for marketing, fund-raising and newsletter. Prepare fund-raising letters, sales brochures and mailings.
- Collect all mail and deliver to appropriate recipients within Coastal Concerts.
- Support preparation of grant applications, including development of all vital collateral materials. Maintain effective working relationships with major funders and ensure that all application and reporting deadlines are met.
- Support the annual scholarship competition.
- Prepare and negotiate contracts with artists/managers and manage all contract details throughout the season.
- Coordinate all aspects of Coastal Concerts advertising, including price/contract negotiations, ad creation, scheduling and delivery of approved ads to publications.
- Coordinate all venues used for meetings, concerts and other programs, and serve as principal liaison with the venues.
- Manage volunteers to fulfill essential responsibilities.
- All other duties as assigned.

11/8/2017