

## **Twin Cities Jazz Festival EXECUTIVE DIRECTOR Position Description Job Summary**

The Executive Director will serve as the chief administrator, providing leadership and implementing policies and programs to carry out the work of the organization. The ED will have overall strategic and operational responsibility for TCJF contractors, volunteers, programs, expansion and execution of its mission. The ED inspires contractors and volunteers to achieve organizational goals and maintains positive relationships with the Twin Cities jazz community, festival patrons, donors, and other arts organizations in Minneapolis-St. Paul. The ED furthers the organization's mission to "bring communities together to enjoy and appreciate the art form of jazz and inspire new generations of youth."

Reports to: Board of Directors

Status: Part time (10 to 15 hours a week) Nov. 1, 2022-October 31, 2023

Transitioning to full-time November 1, 2023.

Salary: TBD

Location: Twin Cities, MN

Start date: Negotiable, but expected to begin November 1, 2022

Application deadline: September 1, 2022 (interview process is anticipated to commence September 20, 2022.

How to apply: Submit a cover letter, resume, and three professional references in one PDF to [hsrhits@msn.com](mailto:hsrhits@msn.com). For the subject line please format it as Last Name, First, ED Applicant.

### **Leadership Responsibilities**

- Develop the organization's strategic planning to ensure TCJF successfully fulfills its mission into the future. Maintain a dedication to detail to ensure that programs and services support the organization's mission, vision and values.
- Recruit and retain competent, qualified contractors, coordinators and volunteers.
- Draft and submit the annual operating budget in coordination with the treasurer..
- Act as the public face of TCJF and be the primary spokesperson, promoter, and representative of TCJF to the MSP community, the jazz industry, the media (to include press and social media platforms), and other relevant constituencies.
- Forge, engage and maintain positive relationships with the broader TCJF community of donors, sponsors, contractors, volunteers, and patrons in professional and social settings.
- Work effectively with a diverse array of people across a wide spectrum of opinions and personalities. Cultivate new partners and donors.

### **Primary Duties/Responsibilities**

- Work closely with the Board of Directors to fulfill the legal and financial obligations of TCJF and expand income sources. Duties include attendance at regular Board and committee meetings, record-keeping, creation of financial reports and budgets in coordination with the treasurer, and recognition of conflicts of interest. Work with the Board to identify, recruit, and train new Board members and provide ongoing training opportunities.
- Creation of the annual timeline calendar to ensure deadlines are met throughout the year.
- Manage event entertainment booking and production for two annual festivals and a fundraiser gala.
- Supervise the management, rental, purchase, and leasing of equipment and venues, as needed, for festivals and events.
  - Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Create and maintain a positive, healthy, and safe work environment in accordance with all legislation and regulations.
- Work to continue to develop and engage diverse audiences and musicians.
- Performs other related duties as assigned.

### **Preferred Skills and Abilities**

- Excellent management and leadership skills, ideally in a related arts/music sector
- Strong skills and demonstrated success in fundraising and grant-writing
- Flexible, adaptable, organized, with multi-tasking abilities, working well under pressure.
- Self-directed, takes initiative, possesses creative problem-solving skills
- Excellent time management skills and ability to manage and deliver on competing deadlines
- Creativity and eagerness to collaborate with Board and staff
- The ability to translate broad vision and plans into specific objectives oriented towards results.
- Experience in business planning and non-profit financial management
- Excellent verbal and written communication skills.

### **Preferred Education and Experience (included but not limited to)**

- Bachelor's degree or equivalent in experience related to nonprofit management, arts/music, business or public administration
- Prior experience leading and developing a Board of Directors
- A record of leading successful development programs and proven financial savvy, including familiarity with nonprofit budgeting and financial reports.
- Prior experience and knowledge of the jazz/music industry, including new and emerging trends.
  - Demonstrated experience as an accomplished convener with strong interpersonal skills, persuasive presentation and public speaking skills.

**Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.

**TCJF's Equal Employment Opportunity Policy**

The Twin Cities Jazz Festival is a 501(c)(3) nonprofit organization incorporated in the state of Minnesota and is an equal opportunity employer. TCJF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.