



OVERVIEW

Holy Names Music Center (HNMC) is an independent not-for-profit community music school in Spokane, Washington, that provides quality individual and group music instruction and related programs to children and adults. The Music Center is a recognized member of the National Guild for Community Arts Education and continues a legacy mission established more than 100 years ago by the Sisters of the Holy Names (SNJM).

The Executive Director provides energetic and creative servant leadership to the HNMC Board of Trustees, Faculty and Staff to achieve the Music Center's Mission and Vision. The Executive Director has a high level of responsibility and accountability for the fiscal and administrative management of the Music Center, and for fostering positive relationships and collaborations both internally and in the Spokane community.

This position requires a working knowledge of board relationships and functions and the ability to work with diverse populations. The Executive Director develops the annual budget, implements the annual development and marketing plans to meet fundraising and enrollment goals, oversees the Music Center's physical plant, supervises administrative staff, participates in board recruitment and training, supports faculty initiatives and program development, and engages the board, staff, and faculty in long-range organizational planning.

MISSION

Holy Names Music Center at Fort Wright, a non-profit community music school, provides high quality instruction and performance opportunities for all. We believe in the full development of the human person through music.

POSITION STRUCTURE

The Executive Director is directed, mentored, encouraged, and evaluated by the Board of Trustees. The Board of Trustees, in turn, reports to the Board of Members of the Sisters of the Holy Names U.S.-Ontario Province, and the SNJM Members approve the Trustees' final candidate(s) for the Executive Director position. With the approval of the Trustees, The Executive Director develops, directs, and coordinates the daily operations and programs of the Music Center and collaborates with a diverse faculty of about 35 members. The work also involves considerable community contact to promote the Music Center and its programs. The position is full-time exempt.

Fiscal Management and Fund Raising:

Oversee the fiscal management of Holy Names Music Center, including but not limited to the following:

1. Oversee day-to-day financial operations.
2. Review and distribute monthly financial reports to the Finance Committee and Board President.
3. Implement the annual Development Plan and fundraising activities.
 - a. Cultivate and nurture a committed donor base.
 - b. Initiate successful donor solicitation through direct asks, appeals and fundraising events.
 - c. Build long-term partnerships with community businesses.
4. prepare and present the Annual Operating Budget to the Board of Trustees.
5. Oversee the Annual Audit and arrange for presentation to the Board of Trustees by the auditor.
6. Adhere to Policy Governance Guidelines which include By-Laws and Articles of Incorporation.

Program Development and Public Relations:

Direct program development, marketing, and public relations activities of the Music Center, including but not limited to the following:

1. Initiate successful strategies to build enrollment.
 - a. Identify community needs for program development, utilizing current and innovative trends in music education.
 - b. Enhance public relations to increase the presence and integration of the Music Center in the community.
2. Work with the Faculty Representative Committee and Marketing Committee to develop and implement an annual Marketing Plan.
 - a. Develop collaborations with other community music education programs.
 - b. Identify website improvements and best use of current social media strategies.
3. Oversee production of a biannual newsletter distributed to Music Center supporters. Oversee the development of a volunteer program to provide in-kind support by faculty, community stakeholders and supporters.

Personnel and Operational Responsibilities:

Oversee Music Center administrative staff, support faculty operations and manage the administration of Music Center programs within the context of its Mission statement, including but not limited to the following:

1. Recruit, supervise, and evaluate Music Center administrative and operational staff.
2. Ensure accurate student registration and billing processes.
3. Collaborate with the faculty and the Faculty Representative Committee (FRC) as follows:
 - a. Approve FRC hiring/firing recommendations.
 - b. Review and sign faculty contracts.
 - c. Provide executive leadership by involving faculty in program decisions at regular faculty forums.
 - d. Provide ongoing support for faculty in-service learning, recitals, and programs.
4. Ensure the safety of all students through development and implementation of policies and protocols and on-going training for all board, faculty and staff members in appropriate conduct and reporting of suspected abuse or misconduct.

Board of Trustees

Facilitate and work with the Board of Trustees and Board Committees including but not limited to the following tasks:

1. Support Board member recruitment, training, and retention.
2. Facilitate Board involvement in long-range planning by providing necessary information, materials, and reports and by coordinating an annual Board retreat.
3. Maintain Board records as legally required.
4. Facilitate, either directly or through delegation, staff support for Board committees:
 - a. For special projects, events, and other activities.
 - b. For standing and ad hoc committees.
5. Communicate regularly with Board President and Board of Members representative on issues the Board of Members may have regarding the status of the Music Center.

Facility Operations

Oversee the physical plant of the Music Center, including but not limited to the following:

1. Cooperate, communicate, and coordinate with site owner and/or their representative.
2. Coordinate with faculty and administrative staff for the purchase and maintenance of an inventory of instruments and library resources, and office supplies and equipment.
3. Supervise maintenance of a sanitary and safe environment.
4. Identify and prioritize needed facility improvements and maintenance.
5. Oversee and advise the Board and Faculty on new construction projects after approval from the Board.

QUALIFICATIONS

Our ideal candidate should demonstrate education and/or experience in arts administration, music education or non-profit management. A background in community music education is helpful. The position requires strong servant leadership skills, proven administrative ability and competence in fundraising, public relations, and fiscal management. The candidate should also exhibit excellent verbal and written communications skills, and organizational and computer skills. The candidate should have the ability to work with minimum supervision and must be task and goal oriented. This position requires the candidate to relate to a highly educated, motivated and experienced faculty of professional musicians.

SALARY AND BENEFITS

Full-time exempt position. Salary depends upon relevant experience. Partial benefits stipend negotiable.

APPLICATION PROCESS

Send resume or vitae with references, a letter of interest and 3 letters of recommendation to:

President, Board of Trustees
Holy Names Music Center
3910 West Custer Drive
Spokane, WA 99224
or email suzanne@hnmc.org

NOTICE

The duties presented above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and job requirements change.

Holy Names Music Center is an Equal Opportunity Employer