

## Hiawatha Music Co-op Job Description Executive Director

The Executive Director is the key management leader of the Hiawatha Music Co-op (HMC). The Executive Director is responsible for overseeing the administration, events and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.

### **ADMINISTRATIVE RESPONSIBILITIES:**

- 1) **Board Governance:** The Executive Director reports directly to the Board of Directors. and works closely with the Board of Directors to seek their direction in policy implementation, fundraising and to increase the overall visibility of the HMC throughout the area and the State.
  - a. Responsible for leading and communicating with the Board of Directors in a timely and accurate manner that supports and guides the organization's Mission as defined by the Articles of Incorporation.
  - b. Responsible for communicating with the Board all information necessary for the Board to function properly and to make informed decisions.
  - c. Meet with Executive Committee two times per year, Spring and Fall, to develop position goals and participate in employee evaluation.
- 2) **Financial Performance and Viability:** Develops and maintains resources sufficient to ensure the financial health of the organization.
  - a. Responsible for the flow of fundraising information to the appropriate Committees necessary to support HMC's mission.
  - b. Responsible for the general operation, planning and execution of annual budget, monthly and quarterly financial reports, all bookkeeping tasks, banking, long and short-term budget planning, Event cash-box protocol, account reconciliations, Quickbooks accounting, communication with Accounting Firm and ongoing communication with Board regarding financial status.
  - c. Collaboration and delegation in fundraising, including Membership, Sponsors and other donors, writing local, state and national grants, with Fundraising Committee, Board and contracted HMC grant writers.
- 3) **Office Operations:** Oversees and implements resources to ensure that the operations of the organization are effective.
  - a. Responsible to conduct regular office hours with seasonal flexibility (estimated .6 FTE Spring/Summer hours 20-40 hours per week, Fall/Winter hours 12-20 hours per week)
  - b. Responsible for the organization and operation of HMC office, necessary supplies, environment, and archiving.
  - c. Responsible for email and phone call monitoring during non-office hours and/or delegate as necessary.
  - d. Responsible to schedule and train office employees, office volunteers, contract staff, conduct office staff annual evaluation, communication liaison between office employees, contract staff and Board.

#### 4) Information Technology (IT)

- a. Collaborates with HMC Web Master to develop and maintain website systems, content, ongoing updates and billing systems.
- b. Develops and maintains all IT data management systems on computers, iPads, and phones
- c. Monitors product service, maintenance of all IT, and integrity of IT security
- d. Provides/oversees training of staff and volunteers

#### 5) Office Merchandise

- a. Responsible for developing, overseeing and implementing inventory data collection system
- b. Responsible for bookkeeping for office merchandise.
- c. Provide communication to Festival Merchandise Area Coordinator on crossover sales with office merchandise coordinator

### **CONCERTS AND EVENTS RESPONSIBILITIES**

#### 6) HMC Community Events - Works with Board of Directors and Concert & Event Committee to ensure that the mission is fulfilled through Concerts and Events

- a. Responsible for facilitation all HMC's Events including delegation of tasks to volunteers
- b. Responsible for the recruitment, training, scheduling, documentation, and reimbursement of all volunteers at Events.
- c. Responsible for strategic marketing of all HMC events and news including local, statewide, and national written and on-line publications, radio stations, and television media and printed promotional material and programs, with Board of Directors, Contract Staff and Volunteers
- d. Responsible for social media and on-line presence of HMC activities and events.
- e. Collaborates with Concert & Event Committee on Annual Membership Meeting

#### 7) Annual Music Festival: Administration, direction and execution of HMC annual Festival

- a. Provide leadership to Festival Committee and Area Coordinators prior, during and after Festival, including Festival Committee Meetings and Wrap Up meeting.
- b. Develops annual Festival budget and monitors weekly income and expenses
- c. Responsible for strategic marketing of all HMC events and news including local, statewide, and national written and on-line publications, radio stations, and television media and printed promotional material and programs, with Board of Directors, Contract Staff and Volunteers
- d. Maintains data management system of Festival Ticket, Camping Tag, Parking Passes Sales, Festival Merchandise, Funds Trailer
- e. Supervises and trains office ticket sale Area Coordinator, Monitor and volunteers
- f. Execution of all necessary contracts, rental agreements, licensures, insurances
- g. Festival attendance and leadership during Festival weekend as required

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- 8) Membership: Works with Board and Membership Committee members to ensure Membership protocol is implemented.
- a. Develops regular Newsletters and prepares mailings
  - b. Develops and Maintains current and historical Membership lists
  - c. Provide for communication to current and past Members via electronic Newsletters, emails and hard copy of such.
- 9) Other responsibilities as assigned by the Board

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Executive Director signature

\_\_\_\_\_  
Date

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Board President

\_\_\_\_\_  
Date

**Professional Qualifications:**

- A High School Diploma, College Education preferable
- Familiarity with traditional music and Hiawatha Music Co-op and the Festival
- Transparent and high integrity leadership
- Experience and familiarity with nonprofit organizations preferable
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including problem solving, planning, delegating, program development and task facilitation
- Ability to convey a vision of HMC's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Demonstrated ability to interface and oversee volunteers
- Strong public speaking ability
- Knowledge of Information Technology

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