

# ALBANY SYMPHONY ORCHESTRA

## Executive Director – Job Description

### **Basic Role and Function**

The Executive Director of the Albany Symphony Association serves as the organization's chief operating officer and reports to the President of the Albany Symphony Association Board of Directors. The Executive Director's most important responsibility is planning and leading fundraising efforts to ensure the organization's short-term success and long-term sustainability. The Executive Director also manages other Association employees and must work closely with the Music Director to implement the artistic vision and plans approved by the board. The Executive Director serves as the primary spokesperson for the ASO and must strengthen community partnerships and build community support for the organization. He or she must maintain a strong working relationship with the Board of Directors and successfully carry out policies and plans approved by the board.

### **Responsibilities**

- *Development* – Leading efforts to attract new sponsors, patrons and major donors by setting, measuring and meeting or exceeding development program goals to include designing and successfully implementing a multi-year comprehensive fundraising campaign.
- *Visionary Leadership* – Leading and articulating the ASO's vision and strategic direction; inspiring support, clearly communicating and maintaining positive momentum with staff, board, orchestra, volunteers, patrons, donors, partners and community leaders.
- *Financial Management* – Setting and managing the organization's annual budget; assuring sustainable and fiscally responsible practices for long-term financial stability; working cooperatively with the Albany Symphony Orchestra Foundation to assure regular transfers of endowment funds; providing monthly financial reports for the board.
- *Community Engagement* – Serving as the primary public advocate and an energetic spokesperson and ambassador for the ASO, constantly sustaining and expanding relationships with audience, media, collaborators and the general public; maintaining and overseeing a pool of volunteers to assist with concerts and events.
- *Concert and Event Planning* – Directing all aspects of concert promotion and production; developing and organizing fundraisers, community outreach events and an annual season ticket drive.
- *Orchestra Relations & Artistic Vision* – Working closely with the Music Director and the Artistic Committee to develop and implement the ASO's artistic vision and goals; recognizing the organization's unique partnership with its musicians; building trust and maintaining close working relationships with orchestra members and the Orchestra Relations Committee.
- *Board Development & Relations* – Leading efforts to recruit and select new board members with diverse backgrounds and skills; promoting proactive board oversight and communication; working closely with the Board President to support the board's governance functions.