



Boston Singers' Resource

Executive Director

Detailed Position Description

About BSR

Founded in 2001, Boston Singers' Resource (BSR) supports classical singers in Greater Boston and New England by providing them professional and artistic development opportunities while facilitating connections between singers and the organizations that employ them. BSR offers low-cost memberships which give access to open auditions, workshops, and recitals, online resources (www.bostonsingersresource.org), and daily email updates listing events of interest and employment opportunities. Current membership includes ~250 singers and singer-related organizations, such as choral groups, opera companies, religious institutions, and artist management organizations. In addition, BSR provides community-building resources available to all.

BSR programs currently include the Open Auditions, the No-Stress Studio, FUSE: Collaborations in Song (an art song development program in collaboration with Catalyst New Music), regular career workshops and masterclasses with guest speakers, our recital series, and the Boston Singers' Relief Fund, which provides grants for singers who have lost income due to a cancellation, illness, etc.

Governed by a six-member board of directors, BSR's current operating budget is approximately \$50,000, with approximately 40 percent of revenue from earned revenue, including membership and program fees, and 60 percent from fundraising activities.

Position

The Executive Director (ED) is a part time position at 10 hours per week, compensated at \$15,600 annually. The ED works in partnership with the Artistic Director (AD), and will supervise the other staff members, currently two part-time employees each with time commitments averaging 5 hours per week.

1. As the public face and main spokesperson for BSR, the ED will have a thorough knowledge of the classical singing community and a commitment to maintaining a positive relationship with that community. The ED will maintain relationships with

stakeholders including singers, producers, musical organizations, churches, strategic partners, and donors.

2. As the chief administrator for BSR, the ED will be responsible for supervising and directing all aspects of its management, including programming, member services, fundraising, and day-to-day operations. The ED will identify staffing needs to best accomplish BSR's mission within the constraints of the budget and will hire, train and supervise BSR staff members.
3. A visionary leader reporting to the Board of Directors, the ED will help to develop and implement a strategic vision in partnership with the Artistic Director and Board and recommend new initiatives and activities as appropriate. In particular, the ED will energize and execute BSR's new strategic plan.

Roles & Responsibilities

Core Program Management

- Oversee and manage current BSR operations, including
 - Daily email communications
 - Website content and functioning (in collaboration with technical contractors and AD)
 - Social media calendar
- Oversee BSR employees and contractors.
- Lead marketing, branding, and public relations programs that clearly articulate BSR's mission, vision, programs, and impacts.
- Hire and oversee contracted professionals and service providers as needed.
- Maintain personal connections and foster BSR's visibility and effectiveness with peer organizations as well as generally within the classical singing community, and, as appropriate,
 - Attend workshops and conferences related to BSR mission and operations.
 - Represent BSR at meetings of partner organizations and government agencies.
- Manage BSR's financial and administrative affairs, and ensure completion of tax reports and other regulatory filings.
- Maintain BSR's database of members, organizations, donors, etc.

- Provide administrative support, as needed, for the Boston Singers' Relief Fund Committee, including managing payments, maintaining the contacts database, and assisting with meetings.
- Communicate regularly with the BSR Board:
 - Give quarterly reports regarding BSR operations.
 - Contribute ideas and provide advice regarding BSR operations and needs, community/collaborative opportunities, and arts advocacy.
 - Assist with managing board activities including the planning of meetings of the BSR Board and committees, and cultivate the health and growth of the Board.
 - Build and sustain relationships with board members and get to know their mission-related networks.
- Work with the Board to create and implement a strategic plan.

Membership Growth and Diversification

- Keep in touch with the membership: Monitor and promote members' utilization of BSR resources and overall member satisfaction
- Develop and support membership growth initiatives

Diversity, Equity, and Inclusion

- Support new initiatives for members that reflect the diversity of the Boston singing community.
- Identify and promote innovative programming that challenges the status quo and pushes the organization to consider choices which may be outside its traditional comfort zone.
- Conduct surveys of compensation and working conditions for singers, and provide education and advocacy for equitable treatment with support from the Advocacy Associate.
- Support the continued implementation of BSR's Cultural Equity Statement (<https://www.bostonsingersresource.org/about/cultural-equity-statement>)

Fundraising and Development

- In collaboration with the Board, lead fundraising and development efforts by establishing relationships with key funders and donors, as well as key community partners who can diversify and expand the organization's individual, foundation, corporate, and government donor base.

- Manage the pipeline of grant opportunities, including the identification of personal and public foundation and government support; the drafting of narratives and budgets for grant applications; and managing of grant and final report requirements and deadlines.
- Create and manage fundraising campaigns throughout the year to meet organizational revenue goals.

Stakeholder Cultivation and Community Engagement

- With the Artistic Director, create and sustain mutually supportive relationships with leadership at conservatories, choral organizations, religious organizations, and other organizations that regularly impact singers.
- Support the development of new partnership agreements to advance BSR's activities throughout the Greater Boston area.
- Listen carefully, speak persuasively, and anticipate concerns of singers, producers, directors, staff, board members, external partners, donors, and the public.

Qualifications

Qualities of a successful candidate should include the following; however, we will consider excellent candidates with a variety of backgrounds that prepare them for the position.

- Good understanding of the classical vocal arts and artist needs, and familiarity with the Greater Boston classical singing community
- At least 5 years of experience working in the non-profit sector, with management experience preferred, and experience working with and/or managing a non-profit board
- Excellent organization skills, including the ability to set and meet deadlines
- Ability to productively work with others and to effectively manage part-time staff
- Experience working with and/or creating budgets; knowledge of bookkeeping with Quickbooks is helpful
- Fundraising experience and/or grant writing experience
- Ability to work independently
- Excellent writing and communication skills
- Intermediate computer knowledge, including familiarity with social networking, website management, and database management
- Dedicated home office space with computer and internet access

- A strong passion for improving the conditions and resources for singers across New England.

Applications & Inquiries

The Executive Director is a guiding force for Boston Singers' Resource, a unique organization that has served our singing community for over 20 years. If you believe you would be a good match for BSR, please consider applying even if your skills match some, but not all, of the qualifications listed above. Please reach out with any questions or clarifications about this position or BSR in general. We look forward to hearing from you.

Ready to apply? Submit a letter of interest with a summary of relevant experience, resume, and names/contact information for two references (electronic submissions preferred) to board@bostonsingersresource.org.

Application deadline: April 26, 2024