

# **Oakland Youth Chorus**

## *Full-Time Executive Director Position Available*

### **Organization Overview**

The Oakland Youth Chorus (OYC) was founded in 1974 and provides a multicultural after-school music education and performance program for youth aged 5-21 that fosters talent, confidence and community. OYC offers programming on-site at 10-15 elementary and middle schools and off-site for citywide programs targeting middle and high school students. OYC's mission focuses on creating and sustaining programs of high artistic merit that are accessible to and supportive of children and youth who might otherwise not be able to experience the joy of making music with others. OYC trains youth to learn and perform a varied repertoire, supporting the Oakland community's rich artistic diversity by providing community-based music education programs that reflect the cultural richness of Oakland. OYC students develop knowledge of the music of a variety of cultures, a lifelong love of music and friendships across lines of race, ethnicity and class. OYC's history and commitment to the children and youth of Oakland and surrounding communities have made it a beloved community institution.

In addition to the Executive Director, OYC core staff are an Artistic and Education Director, a Program and Marketing Director and a contracted Financial Manager. Currently, OYC employs six teachers to carry out after-school programming under the direction of OYC's Artistic and Education Director. Excepting the ED, all staff are part-time. The organizational budget for fiscal year 2011-2012 is \$400,000.

### **Position Overview**

The ED will be a proven nonprofit leader, administrator and fundraiser, and have organizational, fiscal, marketing, staff and program capacity-building expertise that enables them to take OYC to the next level in its development. The ED will work closely with core staff and function as part of a leadership team that furthers the sustainability of OYC and strengthens the position of OYC as "Oakland's musical youth ambassadors".

The ED will be expected to establish relationships, build alliances and seek opportunities for OYC to have a broader and deeper program impact. Responsible to the Board of Directors, s/he will be charged with advancing and managing the leadership capabilities of the organization and its staff; fund development and funder relations; program mentoring; community and institutional relations; finance and budgeting; administrative and HR functions; organizational growth and visibility; and Board development. The ED must have both a desire and the expertise to be the organization's main fundraiser. A musical background and strong belief in the value of music/arts education in the schools is highly desired.

### **Desired Qualifications and Expertise**

- Extensive experience in the development and management of nonprofits, with a minimum of five years of leadership in small-to-medium sized organizations
- Strong fundraising skills and a proven record in the diversity of fundraising: in particular, individual donor giving, along with public and private grantwriting, funder relations, event planning and resource development
- Proven expertise in developing creative strategies and new avenues for sustenance and growing an organization

- Solid budget development and fiscal management experience
- Success in leading nonprofit organizations focused on children and youth; demonstrated commitment to youth development
- Success in leading nonprofit organizations focused on music/arts education
- Familiarity with after-school programs and an understanding of the current political environment that has created a lack of music/arts education in public schools
- Proven expertise in nonprofit staff supervision, management and training, including the ability to mentor, support, develop and inspire staff; commitment to professional development at all staff levels
- Established ability to work as part of an organizational team and with people with differing racial, ethnic, socioeconomic, educational, religious, sexual orientation, gender and generational backgrounds and experiences
- Ability to foster a positive and productive organizational culture
- Aptitude for Board development and fostering Board/Staff relations
- Highly organized and motivated, with the ability to monitor organizational plans and keep work moving efficiently with a small staff and limited resources
- Excellent written and oral communication skills, including the ability to market and advocate publicly for OYC
- Solid analytical, strategic planning and organizational skills
- Sense of humor and ability to confront challenging fiscal realities with tenacity and a positive attitude
- Must be flexible and able to work collegially within a small office environment without administrative support
- Performing arts background highly desired, particularly in choral music

### **Compensation**

Salary is competitive and commensurate with experience. Benefits include generous medical, dental, vision coverage and vacation. Oakland Youth Chorus is an equal opportunity/affirmative action employer and is committed to fostering diversity in its staff. People of color are encouraged to apply.

### **To Apply**

Send cover letter, resume, 3 references and 2-3pp original writing sample (e.g., grant application) to [eileen@oaklandyouthchorus.org](mailto:eileen@oaklandyouthchorus.org) or mail to:

Eileen Hansen  
 Oakland Youth Chorus  
 685 14<sup>th</sup> Street  
 Oakland, CA 94612

No phone calls or faxes please.

Posted 01/19/12

Applications will be considered on a rolling basis, as received.

Projected hire date: 03/30/12

[www.oaklandyouthchorus.org](http://www.oaklandyouthchorus.org)