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www.crescendoacademy.com

Crescendo Academy of Music

Job Posting:

Operations Director

Deadline to Apply: May 20, 2011

Overview

Crescendo Academy of Music seeks to hire an Operations Director. This position holds responsibility for the achievement of the Crescendo Academy of Music mission relative to overall business operations, fund development, public relations, human resources and program logistics. The Operations Director reports to the Board of Directors and shares parallel reporting and coordinated responsibility with the Artistic Director (A.D.).

Hours

20-30 hours per week

Salary

Competitive and commensurate with experience. The initiation of this position is contingent upon grant funding.

Responsibilities

Development:

- Take a leadership role in CAM financial development, including major donor campaigns, grant applications, corporate sponsorship programs, individual donations and special fundraising events.
- Identify and pursue appropriate funding from individuals, foundations, corporations and government agencies.
- Lead staff, board and volunteers in development activities, effectively cultivating, soliciting and maintaining strong relationships with donors and sponsors.

Communications:

- Strategically develop the visibility of CAM in the community through public relations, web-based solutions and other activities. Coordinate with A.D., who is the primary spokesperson for CAM.
- Serve as an active advocate of CAM and its mission.
- Strengthen partnerships with local businesses, community groups, allies and other arts organizations.
- Develop and implement new marketing strategies to ensure organizational growth and stability.
- Keep the board fully informed of the condition of the organization and all important factors influencing it.

Business:

- Provide leadership in developing and implementing sound organizational business practices, with support from the board and staff. Carry out plans and policies authorized by the board.
- Direct and manage all accounting functions including those necessary for auditing, capital asset and property management and payroll. Responsible for maintaining the annual budget and ongoing financial analysis of the organization's performance to budget. Work with the Finance Committee in fulfilling its fiduciary responsibility.
- Manage CAM business operations, and provide logistical support for A.D.

- Direct all aspects of human resource management for all employees and volunteers.
- Conduct official correspondence of the organizational and, jointly with designated officers, execute legal documents.
- Manage the care and maintenance of CAM property and facilities.

Education:

- Coordinate management priorities with the A.D. to support education and community outreach goals.
- Manage program enrollment functions and recordkeeping.

Qualifications

- Significant management experience in arts organization or non-profit agency.
- Strong track record in donor cultivation and fundraising.
- Leadership skills and ability to articulate organizational goals.
- Strong fiscal management skills.
- Outgoing personality and excellent interpersonal skills necessary to work effectively with a wide variety of individuals and organizations.
- Entrepreneurial, creative and solution-oriented approach to issues.
- Comfortable working with intangibles and balancing the needs of multiple constituencies.
- Ability to manage multiple agendas, set time lines and operations effectively to meet deadlines.

Organization

Crescendo Academy of Music is a nonprofit community music school with a mission to provide comprehensive music instruction in a positive and tension-free setting to all persons regardless of age, ability or income. CAM originated as a violin program within the WMU Community Arts Program, becoming Young Strings Academy in 1987, and incorporating as an independent 501(c)(3) in 1988. In March of 2000, the academy moved to the Epic Center in downtown Kalamazoo. Audrey Lipsey, assistant concertmaster of the Kalamazoo Symphony Orchestra became the Executive Director and the organization was renamed Crescendo Academy of Music. CAM offers lessons on all orchestral instruments and voice, theory and composition classes, large ensembles and chamber music opportunities. CAM provides need-based scholarships, traditionally providing tuition assistance to at least 10% of students. Off-site group and private instruction is offered in selected schools and community venues. CAM is a licensed provider of Music Together®, an internationally recognized music and movement program for children from birth through five. CAM is a partner with Kalamazoo Symphony Orchestra in the Marvelous Music program, bringing Music Together® and a series of other high-quality music activities and materials to high-need preschool classrooms. For more information, go to www.CrescendoAcademy.com.

Application Instructions

Qualified applicants should e-mail a letter of interest and resume to:
 Sharan Levine, Board President, sharanlevine@levine-levine.com
 No phone calls please.