



POSITION DESCRIPTION/HIRING POSTING

Position: Executive Director
Organization: Songcatchers, Inc., New Rochelle, NY

About Songcatchers:

Songcatchers, with its rich history and proud traditions, has been growing steadily from a small choir in 1978 - to an independent nonprofit organization in 1994 - to its current status as an active music organization serving 300+ children and youth each year in the Lower Hudson Valley. We provide affordable access to high quality music education, training, and enrichment for low-income families. Many of its first members continue to participate and serve on staff, as volunteers, mentors, or Board members. Its impact has been attested to by past students and volunteers, several of whom have pursued music education and performance as careers. *Reaching for Peace through Music* defines and informs all activities at Songcatchers and is reflected in an atmosphere that fosters community, mutual respect, self-esteem, leadership development and an appreciation for the arts.

Songcatchers currently has three main programs:

- *After-School Music Program*: engages talented high school, college and community musicians to teach instrumental music to elementary/middle school children at an affordable price. They are mentored by professional musicians and musician educators
- *Choral Arts*: consists of a Youth Choir, Concert Choir and Ensemble, Summer Choir Camp
- *Early Childhood Music Program*: Musikgarten, ages 1½-3; piano, ages 6-7; violin, ages 4-7

Songcatchers holds membership in the following organizations:

- National Guild for Community Arts Education
- New Rochelle Council on the Arts
- ArtsWestchester
- Nonprofit Westchester
- Association of Development Officers
- New Rochelle Chamber of Commerce
- New Rochelle Council of Community Services

Overview:

The Board of Directors is seeking a mission-focused, strategic, and process-minded leader with experience scaling an organization, leading a management team, and developing a performance culture among a group of diverse, talented individuals. We seek a leader who is able to help others at Songcatchers deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful ED will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is

essential that the ED bring efficient and effective systems to increase the productivity of the organization, is it also critical that the team retain the creative spark that drives the Songcatchers concept. The ED reports to and works with the Board of Directors to pursue long-range goals.

Core Responsibilities:

- Strategic planning and organizational management:
 - Engage the board and other stakeholders in developing strategic plans and annual goals
 - Be a positive and dynamic presence in the office and at all programs, providing direction and support for the staff, volunteers, mentors, students and families
 - Develop new programs and opportunities to expand the reach and deepen the impact of Songcatchers
- Development and financial oversight:
 - Research and pursue opportunities for major financial support of programs and activities including grants, gifts and private donor support
 - Communicate regularly and collaborate with the Board regarding finances and fundraising
 - Meet regularly with donors and friends to strengthen funding support
- Programmatic oversight:
 - Ensure the delivery of high-quality music education in the three current programs
 - Infuse programs and the workplace with the culture and values of Songcatchers
 - Supervise office staff, work with advisors and consultants, maintain communications
 - Work with staff to develop, retain, and expand a committed community of volunteers and mentors
 - Ensure that facilities reflect the values of Songcatchers and are conducive to its programs
- Community representation and outreach:
 - Serve as the primary representative of Songcatchers to external bodies
 - Continue and strengthen relationships with a variety of organizations in the local community

Qualifications:

- Growth-focused leader; background in music performance and education is ideal, but not necessary; fluency in spoken Spanish a plus
- A proven record of five or more years of diversified fundraising success, including government and private foundation grants, donor cultivation, and events
- Ability to passionately and persuasively communicate with excellent written, verbal and interpersonal skills that effectively promote the organization's mission
- Experienced manager who has a successful record of working collaboratively with a staff and Board to oversee an organization
- Demonstrated success in developing and strengthening broad range of external partnerships and relationships; ability to work with diverse groups of people
- Understanding of and commitment to the Songcatchers mission

Contact:

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