



## ENCORE VOCAL ARTS

### **Encore Vocal Arts Executive Director Job Description**

#### Development/Advancement/Fundraising (65% of time\*)

- Public face/spokesperson of organization along with Artistic Director
- Primary contact for all communities of EVA: patrons, donors, sponsors, media
- Promotion of EVA in all ways
- Audience development
- Plans, organizes, executes and follows up on all fundraising campaigns, including annual, capital and/or special projects with committee involvement
- Responsible for identifying and securing season and concert sponsors with assistance of Board of Directors and Artistic Director
- Develops, approves, submits and follows up on all grant proposals, working with Artistic Director and communicating with Board of Directors
- Responsible for cultivation of donors and subscribers and encourages involvement with EVA
- Sends Thank you letters to donors and subscribers
- Develops annual marketing plan and budget along with Marketing Committee Chair. Directs the work with outside advertising and marketing resources, Responsible for placing insertion orders with media.
- Oversees media relations activities, provides information for news releases and develops/maintains contacts with key editors.

#### Administrative, Operations and Fiscal Responsibility (35% of time\*)

- Administers day-to-day business of EVA, reports to the Board
- Provides Treasurer with information needed for bill payment and receipts to EVA.
- Confirms all pertinent information needed for concert programs with appropriate personnel
- Works with Artistic Director, Treasurer and Board Committee chairs to plan each season's budget and to recommend adjustments to Board of Directors as needed.
- Oversees ticket distribution and sales
  - Delegate to an intern or volunteer the following:
    - filling of ticket orders
    - maintenance and updating of the donor and subscriber database
    - preparation and confirmation of donor lists for concert programs and annual report



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- Works with Artistic Director to advance singer relations
- Working with AD and Operations Committee, confirms all needs and staffing for concerts and events
- Oversees maintenance of organizational records
- Helps coordinate activities of Board, Executive Committee and other committees as needed
- Maintains a database that includes contact information for donors, grant makers, matching gift programs and providers, sponsors, subscribers, individual concert patrons, singers and other relevant contacts
- Oversees maintenance and use of website with volunteer Tech Advisor

Compensation commensurate with experience  
Starting date: July 1, 2010

Send resume and cover letter to:  
Executive Director Search 2010  
PO Box 30963  
Indianapolis, IN 46230

Or email to: Donna J. Barr at [djbid1@ameritech.net](mailto:djbid1@ameritech.net)  
Applications taken until June 1, 2010

\*Percentage of time spent will vary dependent upon priorities -  
Off-season and between concerts more: Development/Advancement/Fundraising;  
Pre- concert weeks more: Administrative, Operations and Fiscal Responsibility).