



POSITION ANNOUNCEMENT

Executive Director

Corvallis Youth Symphony Association

Corvallis, Oregon

The Corvallis Youth Symphony Association (CYSA), <http://cysassoc.org/>, is a non-profit organization that has provided young people with opportunities for exceptional musical learning and performance experiences for the past 40 years. The organization enhances local school music programs and strives to develop an awareness and appreciation of great music for students, their families, and the broader community. CYSA programs include the Corvallis Youth Symphony (CYS), the Willamette Valley Junior Honors Symphony (JHS), and Elementary Strings (ES). The organization also offers summer camps, a private lesson program, and a 10 week honors symphony for Elementary Schoolers. CYSA serves 3rd through 12th graders among three counties in the mid-Willamette Valley. This includes eight elementary schools, eight middle schools, seven high schools, and students from the local homeschool community. The organization is supported by local families, musicians, and the Corvallis Youth Symphony Foundation, a separate non-profit association, which helps provide long-term financial support for CYSA.

POSITION:

Executive Director: The Board of Directors of the Corvallis Youth Symphony Association (CYSA) invites applications for a full-time (~35 hours per week) Executive Director position. The Executive Director reports to the Board and is responsible for management of the staff/teachers/conductors, community relations, marketing, development, leadership and strategic planning, and operations/administrative functions of CYSA.

The successful applicant will be expected to perform the following responsibilities:

Community Relations

- Demonstrate an unwavering passion for music while maintaining a commitment to community engagement
- Act as the primary community representative and spokesperson for CYSA
- Build positive relationships between CYSA and the arts, cultural, musical, and educational communities in the mid-Willamette Valley, including public school music teachers and administrators

Marketing

- Create a communication strategy to ensure the development and delivery of consistent messages about CYSA
- Use social media, email, and traditional media to communicate with CYSA constituents, including community members, donors, parents, and students
- Develop relationships with media contacts who can help distribute information about CYSA
- Promote CYSA artistic and fundraising events

Development

- Identify sources of corporate, individual, and foundation grants and donations to develop a diversified portfolio of funding sources
- Develop fundraising strategies
- Meet formally and informally with donors and build relationships with donors, including those identified by the Corvallis Youth Symphony Foundation
- Apply for grant funds

Leadership and Strategic Planning

- Develop and maintain strategic plans and set annual goals for CYSA in collaboration with the Board of Directors and CYSA staff
- Attend and contribute to all Board meetings
- Prepare and present Executive Director's reports to the Board
- Establish a practice and measures that regularly evaluate CYSA's progress in meeting its strategic goals and measuring the quality of its service to the community, parents, and students

Operations and Administration Functions

Financial

- Develop and manage budgets and organizational expenses, ensuring financial transparency for the CYSA Board
- Maintain long-term and short-term financial plans and goals
- Prepare financial statements and provide support for annual financial audits

Personnel

- Hire, supervise, evaluate, and terminate employees as necessary
- Ensure proper implementation of Oregon employment law
- Create an environment that encourages strong teamwork amongst staff

Artistic Operations and Program Development

- Ensure operational support for artistic events (ticket sales, program design, booking concert venues, artists...)
- Strategically evolve CYSA programs through recruitment, program growth, and appropriate policies
- Lead scholarship and accessibility measures across all CYSA programs

QUALIFICATIONS:

Applicants must be a resident of the Philomath/Corvallis/Albany area or willing to relocate. The successful applicant will be a highly dynamic and vibrant individual dedicated to continuing the CYSA tradition of excellence. They will possess:

- Two to five years of leadership/administrative experience with an orchestra, performing arts organization, or other non-profit or educational organization
- Outstanding written and verbal communication and interpersonal skills
- A successful record of building awareness of a non-profit or educational program and attracting funding for that program
- Documented ability to manage employees and successfully develop strong teams and partnerships
- Experience working with donor management systems, payroll systems
- Familiarity with all Microsoft Office products

The start date of this full-time position will be negotiated. The starting salary is \$45,000 to \$55,000 per annum, paid monthly, with potential for growth based on the success of the CYSA program. Medical/vision/dental benefits are provided.

Please reach out to cysahiring@gmail.com with further questions about this position or the Corvallis Youth Symphony Association.

READY TO APPLY?

Please send cover letter, resume or CV, and names of three references to: cysahiring@gmail.com

For full consideration, please apply by September 30, 2023.

Corvallis Youth Symphony Association is an equal-opportunity employer that welcomes any qualified applicant and values diversity, equity, access, and inclusion.