

June 15, 2009

Career Opportunity
Executive Director
Anderson Symphony Orchestra
Anderson, Indiana

The *Anderson Symphony Orchestra*, beginning our 42nd season, is seeking a qualified candidate for the position of Executive Director. After seven seasons, George Vinson is turning over the position to a new director.

Major Areas of Responsibilities are:

- ❖ Coordination of long range and annual planning within the guidelines of the Mission Statement and direction from the Board of Directors.
- ❖ Providing leadership for and participate in fundraising activities, donor development, and grant procurement.
- ❖ Working with the board and various committees in developing the annual budget, providing monthly financial reporting, forecasting, and cash flow management.
- ❖ Supervising and directing the administrative staff and operations.
- ❖ Acting as the representative and advocate of the *ASO* with the community, local businesses, and government agencies.
- ❖ Serve ex-officio on the Board of Directors and board committees.

The ideal candidate will possess:

- ❖ 5+ years in management positions, preferably for non-profit organizations.
- ❖ A deep passion for executing the responsibilities set forth as Executive Director.
- ❖ Proven success in fundraising and grant procurement.
- ❖ Business development, partnership, and marketing skills.
- ❖ The ability to thrive in a rapidly changing environment.
- ❖ Experience of managing a complex budget of \$300,000.
- ❖ Excellent communication skills including written, interpersonal, and public speaking.
- ❖ Consensus building and decision making which balance ideas from several constituent groups.
- ❖ Comfort with new technologies and good computer skills (word processing, databases, spreadsheets, and web applications).

Application Process:

E-mail a cover letter and resume to: ASO_ED_Search@comcast.net

NOTE: Please attach either PDF or Word 97-2003 document files

Application deadline is July 7, 2009.