



The Choral Society of Pensacola  
1000 College Blvd, Rm. 803  
Pensacola, FL 32504

## **Job Posting: March 7, 2025**

### **Executive Director:**

The Executive Director is responsible for managing the personnel and financial resources of the Choral Society of Pensacola to achieve the organization's mission to strengthen and enrich our community through a variety of engaging choral experiences. In addition to managing Choral Society resources, the Executive Director is responsible for implementing policies set by the board of directors. Macro responsibilities include communicating with the Board of Directors, representing and building the Choral Society's brand in the community; developing audiences; overseeing grant writing; increasing earned and contributed revenues; expanding the donor base; managing the budget; overseeing marketing; working with the Artistic Director to ensure a high-quality artistic product; and engaging and developing key stakeholders to be choral advocates in the community.

### **Key Responsibilities:**

1. Represent and promote the Choral Society of Pensacola at various events throughout the year
2. External: Maintain relationships with donors, sponsors, and supporters – serve as primary fundraiser
3. Internal: Manage budget, public image, artist contracts, and grant status
4. Manage front-of-house aspect of all events
5. Consult with Board President and Artistic Director on all things executive
6. Be involved in the hiring process for a marketing manager to help distribute responsibilities
7. Other duties as assigned by the Board of Directors

### **Desired Qualifications:**

- Bachelor's degree from an accredited university/college
- Possession of a valid driver's license
- Prior experience in leadership and management. Nonprofit experience is helpful
- Exceptional interpersonal skills and ability to motivate community, donors, sponsors, patrons
- Integrity, positivity, and proven work ethic
- Basic understanding and appreciation for the art of choral music
- Ability to succinctly communicate the importance of culture and art in society

Hours per week: 10-20 (variable)

Salary: commensurate with experience, \$12K-14K

Closing date: April 15, 2025, however applications are being reviewed as they are received

To apply, send 1) cover letter, 2) resume, and 3) at least 3 references to: Angela Price, Board President  
[angela.s.price@outlook.com](mailto:angela.s.price@outlook.com)