

Friends of the DaPonte String Quartet

Position: **Executive Director**

The **Friends of the DaPonte String Quartet** (FDSQ) seeks an **Executive Director** (ED) who will lead the organization and serve its stakeholders with passion and generosity of spirit. The ED is an exempt, salaried full-time position that reports to the Chair, Board of Directors.

The Friends of the DaPonte String Quartet is a 501(c)(3) non-profit organization, committed to a mission of bringing cultural enrichment and unique educational experiences to the communities we serve, through live performance, online programming, and teaching events for students of music of all ages. Our mission is accomplished in large part by the Artistic Direction from our flagship musical ensemble, the **DaPonte String Quartet** (DSQ), which usually performs 40 to 50 live concerts per year, as well as leading many educational programs.

The Executive Director of the FDSQ is responsible for managing the operation and administration of the FDSQ organization so that we may effectively achieve our stated mission(s) for the benefit of our constituents and community. A very broad range of activities and responsibilities that extend from strategic issues to operational details are among the ED's responsibilities, such as coordinating the production of live and online performing arts concerts and educational events, fundraising, human resources, strategic planning, financial planning, communications, marketing, and public relations. The Executive Director represents the FDSQ organization to government agencies, our donors, our community, and the public in ways that demonstrate our positive, forward thinking, welcoming, and inclusive mission to support community-focused performing arts and arts education.

The FDSQ has a working Board of Directors and many active volunteers, all of whom provide knowledge and experience to support the ED. In addition, the ED directs a part-time bookkeeper. Our ultimate success will depend in part on the skills and abilities of the ED to harness this pool of workers and to provide leadership toward the realization of our varied goals.

The successful candidate for this position will have demonstrated achievement in many of the following responsibility areas or their equivalents.

- Administering performing arts events, e.g., booking and producing 40-50 live performance events and three residential educational workshops annually;
- Supporting and working with a nonprofit board of directors;
- Recruiting, cultivating, and leading volunteers who perform over 8,000 hours of work annually;
- Leading fundraising, grant writing, and donor development activities that produce about \$300,000 annually, mostly through grants and donations;
- Producing and managing all marketing, publicity, and public relations activities including social and electronic media, the DSQ website, email newsletters, press releases, etc.

A Bachelor's degree (or equivalent) in the Fine or Liberal Arts is preferred, as is an advanced degree with emphasis in Arts Administration or relevant area of specialization. At least 1-3 years of work experience is expected at a management or higher level in a non-profit arts organization. Equivalent experience will be considered.

The ED is expected to work from a home office located preferably in central coastal Maine. Ability to travel within Maine is required. The salary range is \$55,000 - \$60,000 depending upon experience. The ED will be reimbursed for transportation to/from all organizational events when their presence is necessary.

Applicants should email a letter of interest, a resume, and three current references to: jobs@daponte.org. Please use "Executive Director Search" in the subject line. Review of applications will begin on 9/20/2021 and continue until the position is filled. The position will be available as of October 1, 2021. We wish to fill this position as expeditiously as possible.