

Executive Search
for the
Executive Director of
Community Music School
October 29, 2020

Community Music School Position Description: Executive Director

<https://cmsraleigh.org/>

Applications will be accepted until November 15, 2020 or until the position is filled

Organization

Founded in 1994 under the leadership of Mary Cates, a former City Councilwoman and Raleigh Hall of Fame member, Community Music School (CMS) has enriched and inspired over 3,000 students in Wake County by providing music lessons for as little as \$1 per lesson to children, ages 6 to 18, who do not have access or could not otherwise afford music instruction. Our dedicated faculty provide 30 weeks of half-hour lessons between September and May and work individually with CMS students to tailor their instruction and support their aspirations. Core programming consists of private and small group lessons enhanced with workshops and demonstrations from visiting artists, recitals and public performances in the community. Beginning students complete group-based training in music fundamentals. CMS is a full member of Berklee's City Music Network, providing access to PULSE (an extensive online hub for music education materials) and making students eligible for scholarships to summer camps and Berklee's collegiate scholarships.

CMS is located in Raleigh, North Carolina and currently employs several part-time staff members, including a Director of Development, Director of Education and a Director of First Impressions (site supervisor). The bookkeeping function has been outsourced. There are approximately 15 regular faculty members who are retained on an hourly basis to provide instruction. Instruments are provided for students' use free of charge during their enrollment, and all CMS students must be eligible for the Federal Free and Reduced-Price Lunch Program. During the 2019-20 school year, 170 students were enrolled in our programs, and there are 120 enrolled currently. During the 2019-20 school year, CMS moved to Longleaf School for the Arts in Raleigh where it normally conducts classes. Due to the COVID-19 pandemic, current classes are being held virtually, with the hope of returning to our shared space as soon as possible.

The CMS Board of Directors approved a 5-year strategic plan in December 2017 with the assistance of moss+ross (a strategic fundraising consulting firm) which outlined the following strategic goals: (1) become the leading program for Wake County students who do not have access or opportunity for music education; (2) build greater brand awareness of Community Music School and its programs to maximize impact and influence; and (3) double the number of students served to 200 annually. The Board also adopted a fundraising plan.

Candidate Description

The new Executive Director will report to the CMS Board of Directors and lead an established music school that is strategically poised for growth and looking to strengthen its programs, expand its reach and impact, and build a stronger fundraising base. This will require a strong and visionary leader who is deeply passionate about music education for all children, while at the same time, understands the challenges facing low income families; has an entrepreneurial spirit; will be an effective ambassador for CMS in the community with grantors and other music programs; can engage volunteers and donors; and will maintain the quality of its programs.

CMS has a strong and loyal faculty and a 25+ year track record of providing quality music education to children from low income families around the county. The current annual operating budget is approximately \$330,000 and will grow under the organization's strategic plan. There is unmet demand for CMS programs, and a key goal in the Board's strategic plan is to expand the number of students CMS serves. The Board is seeking an Executive Director who has a background in music education and youth, understands the role music can have in transforming a child, has exceptional organizational and management skills, is creative, and has experience running an organization with many moving parts. The new Executive Director must be able to evaluate and improve current music programs, activities and operations; identify needs; develop partnerships with other community organizations; recruit and retain a high quality faculty; build an administrative staff; and work with the Board to implement the strategic plan and ensure the organization can successfully deepen its impact over the long-term.

The successful candidate will need to have a good working knowledge of how to manage internal affairs including understanding and managing the budget. Financial acumen, a strong understanding of nonprofit operations, and the ability to secure an ongoing and growing base of support are critical components of this leadership position. The candidate must be fiscally responsible; optimize financial expenditures aligned to the budget; and ensure timely and accurate financial reporting to the Board of Directors.

In addition to understanding internal operations, the Executive Director must be a consummate networker and communicator with a demonstrated history of strong fundraising success who will be able to build on CMS's successful events and community support. The successful candidate must embrace fundraising and know how to implement the elements of a successful fundraising operation; be comfortable and successful with making "asks" of \$10,000 or more; and be driven to exceed fundraising goals. The successful candidate will also have experience in completing grant applications and in maintaining excellent working relationships with granting organizations.

The successful candidate will work closely with and be accountable to the Board of Directors. The Executive Director should have strong communication and collaboration skills to help create, with Board leadership, a culture of philanthropy and support through personal giving and Board involvement in fundraising and positioning the organization for success. The Executive Director will keep and maintain open communication regarding all programming (student success and needs) and operations (fundraising, finances, staffing), reported monthly to Board leadership as well as the full Board.

The new Executive Director will need to build a strong team of colleagues dedicated to the mission in an environment where teamwork, communication, efficiency and organization are critical. The Executive Director will need to be an advocate in the community for musical education and become part of the fabric of the community through engagement with and participation in local groups, initiatives and events and by being strategic in promoting speaking engagements and private meetings. The new Executive Director should be knowledgeable and passionate about the challenges and needs facing our students and families, including how they can be better supported. Diversity and inclusion are of utmost importance to the success of any

organization. Therefore, the selected candidate will be expected to foster an environment that is welcoming of all groups.

Education and Preferred Qualifications

- Bachelor's degree required; graduate degree preferred.
- Five or more years of progressive leadership experience.
- Five or more years of experience in music education.
- A minimum of three to five years of management level positions.
- A strong passion for music and education of all children, regardless of economic status.
- Experienced with the financial and operational side of a nonprofit or business including, but not limited to, budgets, finances, audits, and required reporting.
- A proven track record of fundraising success.
- High degree of emotional intelligence, maturity and integrity.
- Caring and empathetic, optimistic by nature and can handle operations with a heart.
- Strategic and creative thinker with a proven history of leading an organization to reach ambitious goals and the wisdom to know when changes are required.
- Exceptional networker and relationship builder, with a track record of creating links with individuals, community groups, institutions and corporations.
- Stellar communication skills with the ability to listen, engage, inspire and educate.
- Experienced mentor who encourages staff to reach organizational and personal goals and sets clear expectations for performance; has the ability to make difficult personnel decisions when required.
- Energetic and diplomatic, with a sense of humor.
- Possesses an entrepreneurial spirit.

Compensation: \$70,000+ annually, negotiable based upon experience and skill level

To apply: Submit a cover letter and resume in one document, including salary and benefit requirements, and send via email to Confidentialex@cmsraleigh.org

Applications will be accepted until November 15, 2020.

Community Music School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expressions, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Writing samples and at least three references will be required from finalists who will be notified after the application deadline. Academic, credit and criminal checks will be conducted before a final offer is extended.