



Durham, NC

# Executive Director Position Announcement October 2023

**Salary range is \$85,000 - \$90,000 plus benefits.**

The consulting firm of [moss+ross](#) has been retained to assist with the search.

Please send nominations or cover letter and resume to:

[KidznotesSearch@mossandross.com](mailto:KidznotesSearch@mossandross.com)

**Applications will be accepted through November 15, 2023 or until the position is filled, and they will be reviewed on a rolling basis.**

## Kidznotes

Position Description: Executive Director  
Salary range is \$85,000 - \$90,000 plus benefits.

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## The Opportunity

Reporting to the Board of Directors, the Executive Director of Kidznotes leads the organization in executing all aspects of its mission. Chief among these responsibilities is championing the mission of Kidznotes, strengthening the sustainability and visibility of the organization, fundraising in support of organizational needs, ensuring an inclusive and culturally sensitive program and environment, and leading positive relationships among staff, teaching artists, and families. The new leader must create a culture of community, internally and externally, that represents the organizational values of collaboration, joy, empowerment, rigor, and community.

## About Kidznotes

The Board of Directors seeks a collaborative and inspiring Executive Director to lead the organization. Kidznotes is an out of school, music-for-social-change, program based on the El Sistema model of youth orchestras, which started in Venezuela and has now spread worldwide. Since its inception in 2009, Kidznotes has provided intensive music training to thousands of children in East Durham, Southeast Raleigh, and Chapel Hill, developing participants' artistic talent and building their self-discipline, persistence, and confidence. For each student, Kidznotes provides up to 8 hours of out of school ensemble or orchestral training each week, an instrument of their own, lessons in music theory and literacy, and opportunities throughout the year to excel and perform.



Kidznotes employs a full-time Director of Finance & Operations, full-time Development Manager, a full-time Program Director, three part-time program support staff, and a cadre of 15 part-time Teaching Artists. The organization is overseen by a 12-member Board of Directors.

Kidznotes is located in Durham, a vibrant, complex, diverse, and fast-growing county of approximately 332,000 residents. Durham is part of the larger Research Triangle region of North Carolina, with a metro population of over 2,241,000. Durham and the Triangle are consistently cited as one of the country's best places to live and do business.

# Candidate Profile and Key Responsibilities

The Executive Director will be called upon to fulfill the following key responsibilities:

- **Leadership and Strategy:** Serve as the primary advocate, visionary, and spokesperson for the organization. Ensure the progress of long- and short-term strategic plans. Build strong and meaningful alliances with school and community partners, donor organizations, government officials, and program families.
- **Program Development and Management:** In collaboration with the Program Director, ensure the implementation of a consistently excellent after-school music education program aligned to the principles of El Sistema. Ensure a Teaching Artist structure and resources that meet the needs of the students. Actively engage in local, statewide, and national arts and education initiatives.
- **Staff Management:** Build a positive work culture that supports a productive, professional, and inclusive environment. In concert with senior administrative and program staff, oversee the hiring, training, supervision, and evaluation of all employees and contract workers. Ensure staff members work effectively toward shared goals and a unified vision for the organization.
- **Operational and Financial Oversight:** In collaboration with the Director of Finance & Operations, oversee the financial integrity of Kidznotes, ensuring the strategic creation of and adherence to the budget that for fiscal year 2024 is approximately \$720,000, diligently following approved financial policies and accounting ethics and best practice. With the Director of Finance & Operations, oversees the human resources and general operations of the organization.
- **Fundraising, Resource Development & Communication:** In collaboration with contracted services, support resource development efforts, including donor growth, fundraising efforts, grants management, and marketing and communications. Strategically engage the Board in the fundraising process, providing support for the Board's donor events and enabling Board participation in fund-raising campaigns. Ensure that short- and long-term fundraising plans are developed and executed. Actively grow funding from individuals, foundations, government, and corporations. Ensure that marketing and communications activities effectively reflect the Kidznotes mission and vision. Typical funding comes from a combination of foundation and government grants, donor contributions, and special events.
- **Board Governance:** In collaboration with the Board, identify and recruit highly effective board members. Maintain regular communications with the Board of Directors and provide them with necessary training, support, counsel, and information required for effective governance. Support the Board's involvement in fundraising, strategic planning, program delivery, and increasing overall visibility of the organization.



Below outlines an approximate breakdown of responsibilities:

- Leadership – 20%
- Program Management – 20%
- Staff Management – 20%
- Fundraising – 20%
- Ops & Financial – 10%
- Board Governance – 10%

## Attributes Of The New Leader

The new leader must share a passion for and commitment to the Kidznotes mission and the diverse student base that we serve. In addition, he/she/they should possess a variety of attributes, including:

- Collaborative, innovative, and effective leadership that can motivate the Board, staff, families, donors, and partners;
- Dedication to the principles of equity, diversity, and inclusion and the ability to demonstrate that commitment in culture, pedagogy, communications, and personal interactions with the Kidznotes community;
- Strong business acumen with a solid understanding of operations, finance, and budgeting;
- High social-emotional intelligence, integrity, and sound judgment;
- Ability to inspire others through written and verbal communications.

## Skills And Qualifications

- Five or more years in a leadership position or commensurate experience with demonstrated success in organizational management including strategic planning, program development, finance, fundraising, and operations.
- Experience with a music education program or El Sistema program is preferred.
- A bachelor's degree or higher from an accredited college/university in education, arts administration, music or nonprofit management is required.
- Spanish speaking is preferred.

The salary offered for this position is \$85,000 - \$90,000, and benefits include employee health insurance, dental, vision and vacation, and sick time.

# Equal Employment Opportunity

Kidznotes is deeply committed to anti-racism, inclusion, and equity in our programming and workplace, and to providing an environment of mutual respect where equal employment opportunities.

Kidznotes makes recruitment, employment, promotional, and all other Human Resource decisions without regard to race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, disability, veteran status, genetic information, or any other class protected by state or local law. This policy applies to all aspects of employment that include but are not limited to hiring, promotion, training, transfers, job assignments, terminations, recalls, wage and salary administration, and application of all Kidznotes' policies, procedures, and benefits.



Kidznotes is an Equal Opportunity Employer and encourages applicants that come from a variety of backgrounds that reflect the vibrant diversity of our community.

*Commitment to Non-discrimination and Diversity:* All candidates for the Executive Director position will be treated equally without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, veteran's status, or marital status.

## Applications

In one document, please submit a cover letter (including how you learned about this opportunity) and resume and send via email to:

Kathie Morrison, Search Committee Chair  
Kidznotes  
<mailto:KidznotesSearch@mossandross.com>