

## **WANTED: EXPERIENCED NON-PROFIT LEADER WHO KNOWS THE PHILLY JAZZ COMMUNITY (OR WOULD LOVE TO)**

**The Jazz Bridge Project, Inc. - a small but mighty 501c3 non-profit organization established in 2004 - seeks an EXECUTIVE DIRECTOR.** We are the only grassroots organization in the Greater Philadelphia area that helps jazz and blues musicians facing financial, health, housing and similar crises, while also providing them with paid gigs through our neighborhood-based concerts. We're looking for a dedicated, hands-on, highly organized person who shares our vision to help us meet our goals. We strongly prefer someone with a track record in non-profit management and knowledge of the Philly area jazz community.

Reporting to the Board of Directors, the Executive Director has overall responsibility for executing The Jazz Bridge Project mission and strategic plans in all areas, including financial, programming, development, staffing and operations. S/he serves as Jazz Bridge's "public face" and will actively engage with our external partners and the larger community. S/he must have the flexibility, self-confidence and adaptability to work in an evolving organization with a knowledgeable, working Board and dedicated volunteers that have deep content expertise and responsibilities.

**Applications will be accepted only by e-mail to: [jobs@jazzbridge.org](mailto:jobs@jazzbridge.org). To be considered, applicants **must submit a resume together with a cover letter explaining why they want and are qualified for this position, including their salary requirements.****

### **OUR EXECUTIVE DIRECTOR IS RESPONSIBLE FOR:**

- Fundraising/Development. Includes grantor relations, reporting; identifying new funding sources; grant writing and donor relations as needed; ensuring consistent, positive branding; use of social media and advertising.
- Board of Directors Interface and Support. Build, develop Board membership; support and materials for Board and Committee meetings; collaborating with Board on new initiatives.
- Fiscal Management. Develop, manage and monitor approved budget and spending; work with outside bookkeeper and accountants to complete financial, tax, charitable organization filings.
- Planning/Implementation. Strategic planning (engage Board); set goals; obtain resources; execute strategic plan.
- Managing Staff and Contractors. Lead, coach, develop, retain personnel; direct and participate in delivery of client services and musical performance programs.
- Quality Control. Collect appropriate data to evaluate programs; ensure excellence and accuracy of communications to Board, donors, funders, community; ensure that necessary computer hardware and programs are in place and cohesive, organized records are kept.
- Organizational Growth. Engage Board of Directors, volunteers, partners, donors, and funders; expand as needed.

**OUR EXECUTIVE DIRECTOR MUST HAVE THE FOLLOWING PROFESSIONAL QUALIFICATIONS/EXPERIENCE:**

- Significant hands-on experience with all aspects of non-profit management/leadership, preferably in the cultural community.
- Positive relationship with the Philadelphia area jazz/cultural community; awareness of and compassion for working artists' needs; commitment to the Jazz Bridge mission.
- Excellent, clear and concise written and verbal communications skills in a variety of formats; conversant with social media and donor/grantor communications and relations.
- Strong attention to detail and organizational skills; proficient at prioritizing and multi-tasking; experience with data collection/analysis to support program evaluation; proactive, creative and capable problem-solver.
- Commitment to excellence; visionary yet pragmatic; shows true humility; demonstrates sound judgment, integrity and openness; keeps confidential information strictly confidential.
- Dedicated and inspiring leader and team player; builds strong interpersonal relationships in diverse settings; willing to both lead and share knowledge.
- Willingness to travel to meetings and events in the region; ability to work a 40-hour week including flexible hours.
- At least five years' relevant experience. Bachelor's degree (or higher) in relevant field a plus.

We are unable to offer health care benefits or compensation in excess of \$33,000, but we provide paid vacation and sick leave, as well as a supportive, collegial, exciting work environment. We also offer lots of wonderful live music by amazing area musicians and a meaningful opportunity to support the Greater Philadelphia area arts and culture community.

Jazz Bridge is proud to be an Equal Opportunity and Affirmative Action Employer, M/F/D/EEO.

While we appreciate all responses, only those who are uniquely qualified will be contacted. Local candidates will be given preference – interview expenses are not funded.