

MOS Executive Director Job Description

January 1, 2024

Overview

The Michael O'Neal Singers (MOS), North Atlanta's premier choral ensemble, is a vibrant nonprofit arts organization with a vision and mission to serve its community through choral programming that enhances the quality of life throughout the community. Now in its thirty-fifth season, The Michael O'Neal Singers organization is composed of a 130-voice auditioned chorus, a 40-voice ensemble, and an annual summer community chorus. MOS has established a reputation for choral excellence that extends throughout the United States and abroad.

MOS is searching for a highly skilled Executive Director to fulfill this important undertaking. The Executive Director will report to the Board of Directors and will oversee the strategic and operational efficiencies of our programs and staff. This seasoned leader will understand current trends in the arts, have experience in developing and implementing successful fundraising plans, experience in managing staff, and experience in establishing relationships with local community groups. Above all, the Executive Director must be a highly effective leader who delivers clear communication and leads with decisiveness.

Key Facts

- A hybrid position with both on-site and virtual responsibilities in the MOS Chorus Office in Roswell, Georgia.
- Salaried position, average 35 hours a week
- Target starting date of April 1, 2024
- Reports directly to the Board of Directors and works closely with the Artistic Director
- Requires ability to travel occasionally locally, nationally, or internationally as needed

Responsibilities

- **Financial** - Oversees establishing budget and managing finances in conjunction with Board Treasurer and Financial Administrator
- **Strategic Planning** - Manages the organization's strategic plans as established by the Board of Directors
- **Community Relations** – Leads the organization's public relations, marketing, and advertising
- **Development and Fundraising** – Oversees development and fundraising efforts
- **Administrative** – Coordinates office space, software, cloud-based services, web site, and other utilities as needed
- **Reporting** – Coordinates required reporting to federal, state, and local agencies
- **Outreach** – Directs the organization's outreach activities
- **Supervisory Responsibilities** - Manages the activities of the Financial Administrator, Production Coordinator, and Chorus Administrator staff positions

Basic Qualifications

- Requires a Bachelor's degree or five to ten years of commensurate experience
- Requires social media promotion experience
- Dynamic and charismatic team player who enjoys being the public face of an organization
- Excellent verbal and written communication skills, including public speaking
- A people-centered leader with ability to cultivate strong relationships
- Creative mindset with innovative approach to business planning
- Ability to prioritize responsibilities in a way that best serves organization
- Business level proficiency in major software applications, for example word processing, email management, and spreadsheets for donor management and correspondence.

Skills & Experience Preferred

- Five years of leadership experience in a non-profit with specific experience in public relations, marketing, and fundraising
- Five years of successful leadership experience with music and/or performance arts
- Proven success working with a Board of Directors
- Negotiation skills
- Nonprofit grant writing
- Database management software applications
- Music licensing experience

To Apply

- Submit a cover letter, resume, and references to applymosingers@gmail.com
- Application deadline: February 7, 2024.
- Visit www.mosingers.com for more information about our organization