

# EXECUTIVE DIRECTOR SEARCH

*For hire beginning on September 6, 2022 or before*

wcfsymphony is pleased to announce its search for a new Executive Director. The Executive Director is responsible for overseeing all operational functions of this well-established and long-running organization. The Executive Director is selected by and reports to the symphony's Board of Directors through the Board President, and works directly and collaboratively with the Artistic Director/Conductor, a staff of up to 8 full- and part-time office employees, musicians from across the state of Iowa, and venue personnel.

## **OPERATIONAL MANAGEMENT**

- Ensures that budget, financial statements and cash flow projections are prepared on a timely basis.
- Monitors expenditures and revenue, adjusting as needed to meet financial goals.
- Prepares and distributes agendas and all relevant board reports one week before each meeting.
- Maintains documents according to legal requirements and/or Board policies and procedures.
- Assures that facilities and equipment are suitable for the symphony's immediate and long-range goals.
- Oversees execution of all public and private programs and events, and ensures quality and standards of said programs.
- Contracts all guest performers and small ensembles and ensures accurate execution of symphony's obligations under said contracts.

## **INSTITUTIONAL ADVANCEMENT**

- Works to promote the vision of the wcfsymphony and its communication to constituents.
- Actively recruits volunteers, donors, institutional partners, and concert/event patrons.
- Drives organization to meet strategic plan goals.
- Oversees comprehensive fundraising activities including sponsorship and annual, major and planned gifts.
- Ensures that donors, patrons and volunteers are thanked in a timely and appropriate manner and receive the necessary tax documentation.
- Oversees the wcfsymphony's grant portfolio, including the establishment and maintenance of an annual plan for grant applications and reporting, and research previously unapproached charitable foundations and government funding sources.
- Oversees creation of all grant applications, including writing grant narratives as needed.
- Establishes artistic and institutional collaborations and seeks new opportunities for collaborative projects/processes.

## **PERSONNEL AND VOLUNTEER MANAGEMENT**

- Ensures that the organization is in compliance with all local, state, and federal laws.
- Prepares and revises job descriptions, employee handbook, and employment policies.
- Oversees staff hiring, performance, and dismissal as necessary.
- Oversees the growth and development of each staff member.
- Ensures that all staff are evaluated annually.
- Leads a patron- and volunteer-centered organization.
- Responds to board and volunteer requests in a timely manner.



## **ABOUT WCF SYMPHONY**

wcfsymphony is a professional orchestra based in Waterloo-Cedar Falls, Iowa. Our mission is "Sharing Live Music, Championing Innovation, Celebrating Our Common Humanity." To this end we pursue inventive, contemporary approaches to ensemble performance as a means of engaging audiences more meaningfully in live music.

The Courier hails our 'innovative programming, inventive collaborations and interesting, sometimes surprising twists [which] make each concert a musical adventure.' Our Artistic Director Jason Weinberger is known nationally for his work across genres and for his approachable, exciting style of presentation and interpretation, all typical of our work under his leadership. We are also unique among our peer ensembles for our singular dedication to American music and the work of African American and female composers, particularly new work from around the country and from within our state.

As a fine arts and entertainment mainstay in northeast Iowa for the past 92 years, we are deeply connected to the life of our community, particularly through our long-standing efforts to share music with young people and to advocate for education and the arts in our region. We apply the highest artistic and programmatic standards to our educational work in the belief that great art offered with passion, insight and joy can change lives at any age.

In addition to our focus on arts education, we are extremely proud of our leadership role in fostering creative collaborations with both individual artists and partner organizations in northeast Iowa. We are also involved in advocacy for the arts as one of fifty-six Cultural Leadership Partners of the Iowa Department of Cultural Affairs (organizations with 'exemplary records of programming and managerial excellence and community service on a year-round basis to the citizens of Iowa.')

With an annual budget of roughly \$600,000, wcfsymphony serves the Waterloo-Cedar Falls metro region as well as surrounding communities in northeast Iowa, a geographic area spreading east and west of the Cedar River with a cumulative population of roughly 200,000 individuals. Our principal venue is the Great Hall of the Gallagher Bluedorn Performing Arts Center on the campus of the University of Northern Iowa in Cedar Falls. Since 2013 we have expanded our service throughout the community to include an ongoing summer series at outdoor venues, chamber concerts at Waterloo's Brown Derby Ballroom, community collaborations with Antioch Baptist Church, Waterloo Community Playhouse and Cedar Falls Community Theatre.

For more information please visit [wcfsymphony.org](http://wcfsymphony.org)



## **ABOUT THE CEDAR VALLEY AND WATERLOO-CEDAR FALLS**

The Cedar Valley region is located in northeast Iowa, totaling 236,000 in population. The area is home to one of three state Regents' universities, a 4-year private college, nationally recognized historic downtown districts, a state-of-the-art performing arts center, innovative schools, and only one of a dozen communities in the U.S. offering 1 gigabit internet service. The Cedar Valley is within a day's drive of all major Midwest markets, with direct commercial flights to/from Chicago and private charter air service. The Cedar Valley's commitment to quality-of-life shines through in its extensive recreational trails, parks, museums of every variety, and golf courses. The Cedar Valley is home to a wealth of successful companies, and boasts strong public and private educational systems from early childhood education to master's degree programs.

Originally known as "Prairie Rapids Crossing," the City of Waterloo has grown into a thriving community, rich in agricultural development, engineering and cultural diversity. Home to businesses like John Deere, Tyson Foods, ConAgra Grocer Products, Ryder Integrated Logistics and GMAC, Waterloo's business community attracts some of the brightest graduates from across the nation. Waterloo's historic downtown is also in the midst of a renaissance, with new dining and retail opening regularly and a series of festivals and events taking place year-round.

Cedar Falls was initially known as Sturgis Falls after its first settler, William Sturgis, and later renamed for the river that flows through the city. Cedar Falls is home to the University of Northern Iowa, one of Iowa's three state universities, and also offers a wide array of programming through the City's Hearst Center for the Arts and Parks and Recreation Divisions. Cedar Falls public schools are considered some of the best in the state of Iowa, and the city's historic neighborhoods, vibrant main street, and easy access to trails and parkland make it a perfect place to live.

Waterloo and Cedar Falls have a tremendous amount to offer citizens and visitors alike - ease of transportation, an excellent educational and business climate, unique dining experiences, museums, art galleries, our own symphony, our own hockey and baseball teams, a playhouse and annual city-wide festivals. With populations of 69,000 and 33,000 respectively, Waterloo and Cedar Falls offer the sophistication of big city living with the feel and lifestyle of smaller Midwestern towns.

For more information please visit [cityofwaterlooia.com](http://cityofwaterlooia.com), [travelwaterloo.com](http://travelwaterloo.com), [cedarfalls.com](http://cedarfalls.com), [cedarfallstourism.org](http://cedarfallstourism.org), and [livethevalley.com](http://livethevalley.com)

## **QUALIFICATIONS**

wcfsymphony seeks in its new Executive Director a proven organizational leader with strong business skills and a clear commitment to community, the arts, and symphonic music. The Executive Director is an inspiring leader who understands how to effectively partner with a dynamic Artistic Director and an array of community organizations. The Executive Director is a big picture thinker who develops and pursues strategic avenues while managing the organization's daily affairs and finances.

Candidates should have extensive experience in project and people management, budget creation and oversight, fundraising and corporate relations, event presentation, and public speaking. Requirements include executive experience in non-profit arts management or a related field, strong financial management skills, and proven success in fundraising. A deep appreciation for music and the arts is also required; familiarity with the orchestra world is an asset. Bachelor's degree is required; advanced degree in arts management, non-profit management, or business is preferred.

## **COMPENSATION**

Full-time salary is locally competitive and commensurate with qualifications and experience. Benefits package includes health insurance, life insurance, SIMPLE retirement plan, paid holidays and vacation.

## **APPLICATION PROCESS**

Applications are due by July 1, 2022. Please submit the following (in pdf format):

- One-page cover letter describing interest in and qualifications for the position
- One-page CV

All applications will be treated as confidential. Email submissions with the subject 'wcfsymphony Executive Director Search - [Your First Name Your Last Name]' to:

[office@wcf-symphony.org](mailto:office@wcf-symphony.org)

No phone calls or hard copy materials will be accepted. Thank you for your interest!