

The Community School of Music and Arts (CSMA) of Ithaca, NY is seeking a dynamic Executive Director. The ideal candidate should possess strong leadership qualities, effective communication skills and a deep appreciation of arts education. The Executive Director will be responsible for working with skilled faculty members, overseeing high-quality courses in music, dance and visual arts, managing CSMA's financial affairs, community engagement, and fundraising efforts. The Executive Director will lead a dedicated team of board, staff and faculty members to achieve the organization's mission and goals.

Who We Are: The Community School of Music and Arts (CSMA) of Ithaca, NY is a 501(c)(3) nonprofit organization that provides year-round, multi-arts instruction to students of all ages and presents performances and public events in a beautiful, historic building in downtown Ithaca.

CSMA is a meeting place where educators, artists, and community members explore ideas, artistic expression, and creativity. Our mission is to make outstanding arts education accessible to students of all ages, skill levels, and socioeconomic backgrounds. Our vision is to lead the region in promoting the arts as a tool for self-exploration while contributing to a diverse, engaged community. For more details, visit csma-ithaca.org.

Key Responsibilities

Program Planning and Implementation

- Manage the delivery of strong cultural and artistic programs to the Ithaca community as well as to diverse populations.
- Oversee daily operations of the organization through its staff and faculty by assuring quality delivery of all CSMA's programs.
- Recruit and build strong relationships with highly skilled faculty members.

Board of Trustees

- Work under the direction of the Board of Trustees and with other stakeholders to achieve CSMA's goals.
- Work closely with the Board of Trustees and committees to assess and address key issues affecting the organization in a timely manner.
- Ensure the Board's involvement in CSMA's sustainability.
- Develop and manage the Board's recruitment structure.

Staff Management

- Build and lead an effective team that's dedicated to fulfilling the organization's mission through successful programs and community engagement.
- Establish and communicate a strong culture that attracts and retains people while driving the organization's mission.
- Recruit, supervise and evaluate CSMA staff.

Fundraising and Financial Management

- Work with the Board of Trustees to meet annual fundraising goals by securing financial support from foundations, corporations, individual donors and government funding sources.
- Oversee timely preparation of the annual operating budget.
- Monitor CSMA's expenses and revenues and develop action plans to address expenses and/or revenues that are not in line with the annual budget.
- Ensure that accurate monthly financial reports are presented to the Board of Trustees.

Communications and Outreach

- Promote awareness of the organization by overseeing a broad-based communication and marketing campaign that reaches diverse and underserved communities.
- Oversee communication efforts, including CSMA's website, marketing collaterals, and social media.
- Cultivate strategic partnerships to further increase community awareness and expand programs.
- Develop a broad knowledge of area arts institutions and explore collaborative relationships.

Facilities

- Oversee the uses, regular maintenance and improvements to the CSMA building.
- Ensure that the building is accessible, open for faculty and community use.

Required Skills and Qualifications

- A bachelor's degree and 5+ years of experience in management, preferably with nonprofit organizations.
- Deep appreciation of the arts and the local community.
- Excellent communication skills with strong understanding of public relations, marketing, and outreach to diverse and underserved communities.
- Proven success working with a board of directors, staff teams and volunteers.
- Experience in nonprofit fundraising through grants, donor outreach and corporate support.
- Experience in managing budgets.
- Strong computer skills.

CSMA offers an annual full-time salary in the \$70,000-\$80,000 range. Benefits include health insurance and personal leave time. This is not a remote work position. The Executive Director is expected to work at the CSMA offices and live in the region once they assume the position. The position will be filled by early 2024 after screening resumes and conducting interviews.

Qualified applicants should submit a cover letter, resume, and a list of three professional references by November 30, 2023, to csma.resumes@gmail.com.

CSMA is an equal opportunity and affirmative action employer. We encourage applications from candidates from diverse backgrounds and cultures.