



Western Band Association is seeking a qualified candidate for the part-time position of Executive Director. You will develop and implement objectives that further our mission of providing a high quality performing experience, educationally sound and in full support of the total marching band program.

In this newly created position, you will oversee all functions of WBA servicing over 140 bands and 7,000 performer students. While initially a part-time, the goal is that this opportunity evolves into a full-time position by furthering our organization's reach within the marching band community throughout the West.

Candidates should have a bachelor's degree, or equivalent combination of education and experience. You will also need exceptional organizational and communication skills while juggling multiple priorities, and the ability to adapt to a changing environment. Position also requires occasional weekends in the fall and does involve some travel. Experience in music education and/or the marching arts is a plus.

Interested parties should email resumes to Julie Bounds, WBA President, at [president@westernbands.org](mailto:president@westernbands.org).

## EXECUTIVE DIRECTOR

The Executive Director is the key management leader of Western Band Association. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and membership outreach. The position reports directly to the Board of Directors.

### GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for developing the corporate sponsorship program.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the organization can successfully fulfill its Mission into the future.

- Responsible for the enhancement of the organization's image by being active and visible in the marching arts community and by working closely with member bands.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of event operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- Transparent and high integrity leadership
- Five or more years' management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of WBA'S strategic future to staff, board, event sponsors, and corporate sponsors.
- Skills to collaborate with and motivate board members and membership at large
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as the organization's primary spokesperson to the organization's constituents and the general public.
4. Report to and work closely with the Board of Directors to seek their counsel in policy decisions.
5. Supervise, collaborate with organization staff.
6. Strategic planning and implementation.
7. Oversee organization Board and committee meetings.
8. Oversee marketing and other communications efforts.
9. Review and approve contracts for services.
10. Other duties as assigned by the Board of Directors.