

# **New Mexico Jazz Workshop**

## **Executive Director**

### **Organization:**

Founded in 1976, the New Mexico Jazz Workshop (NMJW) is a 501(c)(3) dual mission organization dedicated to providing high quality music performance and education programming. Performance offerings include: our flagship “Under the Stars” Summer Concert Series held at the Albuquerque Museum Amphitheater, The Land of Enchantment Blues Festival, Jazz Stories, and other performances/events. NMJW’s education programming includes Adult Education for life-long learners and extensive youth education programs, including: Roots of Jazz, Jazz Camp, Honor Band, South Valley Band Project, and the Digital Technology Project. NMJW’s concentrated focus on both performance and education forms the basis of a positive and engaging relationship with patrons, members, students, the community-at-large, partners, local musicians, and funders.

### **Position:**

This is a 30-hour per week position reporting to the Board of Directors. The Executive Director will have overall strategic and operational responsibility for NMJW’s staff, programs, communications, fundraising, and execution of its mission.

### **Areas of Responsibility:**

Fundraising, Memberships and Partnerships: (35%)

- Responsible for fundraising activities through membership expansion, income-generating activities, sponsorships, large events, donations, and appropriations.
- Develop and implement an Annual Fundraising Plan for the programmatic, operational and strategic long-term fundraising plans to support large scale needs.
- Develop and implement an Annual Membership Plan to maintain and grow NMJW memberships. This should include frequent communications with members and holding membership events.
- Explore and build new partnerships and strengthen existing relationships with patrons, members, funders, partners and others to improve NMJW’s effectiveness, reach, image and standing in the community and around the state.
- Actively participate in fundraising, partnership-building, and membership events.

#### Leadership, Operations & Management: (35%)

- Responsible for the financial management of NMJW, including working with the Board Treasurer and the Board President in creating and presenting an Annual Plan (Budget) in September of each year to the Board of Directors for approval for the upcoming fiscal year (commencing October 1). The Annual Plan must include: 1) an annual forecast of income and expenses (earned revenues, donations and charitable contributions, sponsorships and underwriting) for the operation of NMJW; 2) a cash flow budget, estimate of profit or loss and source and use of cash statements for the operation of NMJW, and; 3) a payroll staffing plan and budget for the operation of NMJW.
- Responsible for employing, leading, and supervising staff. Responsible for all matters regarding personnel, including without limitation: compensation, bonuses, and fringe benefits, all in accordance with the Annual Plan, which includes the budget. This includes dismissal, as well.
- Actively engage the NMJW Board, members, sponsors, committees, partnership organizations, and funders to grow the organization.
- Help develop and support a strong Board of Directors through cooperation, regular reporting, and participation at meetings. Serve as ex-officio of each committee in accordance with the NMJW Bylaws. Help build and facilitate Board involvement that incorporates NMJW's strategic direction.
- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Insure non-profit organizational and business conformance to Federal, State, and local laws.

#### Programming, Marketing and Communication: (30%)

- Oversight of all NMJW programming (educational and performance), including ongoing evaluation of effectiveness and instituting adjustment as needed in compliance to the Annual Plan.
- Oversight of all aspects of communications – from web/social media, newsletter, and other media advertising to external relations with the goal of connecting more people to NMJW.
- Provide or contract adequate space for NMJW performance and educational programs.
- Other duties such as online, web, and call-in ticket pricing and sales.

## **Qualifications:**

- Required: Based in New Mexico.
- Required: 2 Years Nonprofit Experience.
- Required: Professional Fundraising Experience, including at least 3 years of fundraising in a staff role that includes executing large events, securing significant sponsorships, and obtaining major gifts.
- Required: At least 2 Years of Administrative Experience.
- Required: At least 1 Year Experience with Arts Groups, Institutions, and Organizations.
- Required: At least 1 Year of Executive Director Experience.
- Minimum Required: Bachelor's degree in business, marketing, or nonprofit management; or five years of professional experience in business, marketing, and non-profit management.
- Effective communication and media promotional skills.
- Experience with supervising staff and volunteers.
- Experience in developing partnerships and collaborations.
- Experience in social media promotion, including Facebook event and page promotions.
- Experience in conducting Zoom meetings for large gatherings and presentations.
- Knowledge of virtual performance platforms.

## **Interested Candidates Should Send the Following To: [jobsformjazz@gmail.com](mailto:jobsformjazz@gmail.com)**

- Cover Letter Addressing the Above Qualifications
- Resume
- Names and contact information for three references