POSITION PROFILE

Executive Director

Oklahoma City, Oklahoma

(open to remote candidates)
As the leading voice and ally of choral music in the United States, the American Choral Directors Association works to inspire excellence in choral music through education, performance, composition, and advocacy. As a 62-year-old, fiscally healthy, progressive, $5MM trade association of over 14,000 choral professionals nationwide, ACDA has promoted excellence in choral music from children’s choirs to professionals through its workshops, symposia, choral program exchanges, international efforts, publications, and especially through its conferences.

Since its founding in 1959, ACDA has honored its members for their contributions to the choral art and quality choral composition through its competitions and commissions. From the Schmitt and Pepper Awards for Choral Composition to the Raymond W. Brock Student Composition Competition, ACDA has worked to recognize and reward exemplary choral music composition. In addition, ACDA supports research in the choral art through its exemplary publications and an annual dissertation award; promotes excellence in choral performance through conferences and other professional development opportunities; encourages outstanding pedagogy through webinars and workshops; and assists superb student organizations that enable prospective choral conductors to find their way professionally. In addition, ACDA biannually awards The Robert Shaw Choral Award to a choral leader who has made exceptional contributions to the art of choral music.

The association comprises fifty state chapters, as well as a chapter in Costa Rica, each with its own events and publications, all as a vibrant advocate for all the choral arts. In totality, over 1 million choral participants are affected by the leadership of ACDA, every year.
Position Summary

The Executive Director works closely with the volunteer, elected National Board to provide vision and leadership for ACDA and its membership. They oversee all aspects of the organization’s operations including strategic planning, finances, fundraising, and community engagement activities. The Executive Director is the chief spokesperson for ACDA and the lead representative in coalitions and strategic partnerships. Supporting a tenured staff of 12 in Oklahoma City, the new Executive Director may lead the organization remotely.
Responsibilities

Organizational Leadership:
• In partnership with the National Board, develop and implement strategic plans that accomplish ACDA’s mission and vision. Represent the choral field and expand its sphere of influence, persuading funders and other decision-makers that choruses are an important investment with a vital impact on all layers of our society.
• Nurture ACDA’s position as a leader among other arts organizations and represent ACDA nationally and internationally.
• Ensure that the organization is appropriately staffed. Interview, hire, train and mentor staff and provide performance reviews.
• Develop strategic partnerships for projects with artistic and societal visionaries and high-profile institutions.

Financial Oversight:
• In close collaboration with the Director of Finance and the Finance Committee, develop and monitor the organization’s budgets and provide regular reports. Oversee the process for the organization’s annual audit.
• Maintain responsible fiscal policies and procedures in partnership with the National Board’s Finance and Audit Committee.

Fundraising:
• Cultivate donors and solicit gifts from existing and potential ACDA donors for ACDA’s operations, endowments, reserves fund, and planned giving program.
• Work in tandem with the National Board to develop grant proposals for institutional funders.
• Create and implement donor stewardship and acknowledgment initiatives.
Responsibilities

Governance:
• Collaborate with the National Board to develop and maintain a diverse and effective governing board.
• With the President of the Executive Committee, develop National Board meeting agendas and provide support to committees and task forces.
• Play an active role in identifying, cultivating, and recruiting organizational leaders.
• Ensure that National Board members are thoroughly oriented to their work and that their board service is enjoyable and effective.

Membership, Programs, and Services:
• With the Executive Committee and membership staff, develop and implement an array of membership recruitment and retention strategies.
• Oversee production of an array of innovative and high-quality professional development programs, technical assistance services, and publications including an award-winning journal, website, e-learning opportunities, and a robust social media presence.
• Commission research projects to inform the field about its impact, relevance, audience development, community engagement, and operations.
• Forge collaborative projects with members and other partners.
• Oversees member access to ACDA Archives.
Requirements

- Financial acumen; experience managing complex budgets.

- A personal commitment to anti-racism; proven experience advocating for diverse representation and equitable access, preferably in the arts.

- Experience raising funds for a nonprofit organization of a similar size; an understanding of the importance that the ED/CEO of an organization plays in fundraising.

- A leader’s presence; the ability to cast vision and experience as a spokesperson for an organization. Has experience connecting with and engaging multiple constituencies.

- Significant management experience with a style marked by listening to and empowerment of staff and volunteer leadership.

- A deep appreciation for and/or personal connection to the performing arts, specifically choral or group singing. An arts-inspired leader who will whole-heartedly embrace the mission, vision, and purposes of ACDA.

- A Bachelor’s degree is required; a graduate degree or the equivalent is preferred with a minimum of 10 years of increasingly responsible leadership experience.
Preferred Qualifications

• Impeccable written, verbal, and presentation skills.

• Excellent relationship-building and diplomacy skills.

• A collaborative spirit and the desire to mentor ACDA members and staff members.

• An appreciation for the important role of governing boards and a track record for working well with board members.

• Experience closing significant gifts from organizations and/or individuals.
Compensation

Compensation for the Executive Director includes a competitive base salary commensurate with experience and an excellent package of employee benefits.
To Apply

Interested applicants should send a resume and a statement of interest to Jonathan McIntosh, Partner with ThinkingAhead Executive Search:

jmcintosh@thinkingahead.com

ACDA’s commitment to diversity and inclusion is fundamental to who we are and where we desire to go as an organization. As such we encourage those who embody, reflect, and champion the principles of equity and inclusion to apply.

ThinkingAhead Executive Search is an Equal Opportunity Employer, committed to a work environment that supports, inspires and respects all individuals. Personnel processes are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic ancestry, military service status, citizenship, or other protected characteristic. This applies to every aspect of employment including hiring, training, advancement and termination. The firm is committed to creating a just culture of diversity, equity and inclusion by practicing, within the company and the marketplace we serve, intentional strategies that serve marginalized individuals and groups.

Contact Information

Jonathan McIntosh, CPC
Partner, ThinkingAhead Executive Search
T: 615.391.2650
E: jmcintosh@thinkingahead.com