



# Powers Music School

## Executive Director

### Organization

A passionate community committed to playing, learning, and growing together, Powers Music School (Powers) is located in Belmont, Massachusetts. The school traces its roots to 1964 when the Music Committee of the Belmont Community Center sponsored Belmont's first Piano Festival and enrolled 12 recorder students. Today, with the same heart and spirit of its founders, Powers touches the lives of more than 5,000 people annually, offering private music lessons in nearly 30 instruments, early childhood and group classes, jazz and rock bands, Suzuki instruction, orchestra, music theory, and composition. Students and faculty alike perform regularly at local venues, bringing live music to the community at no cost, often in collaboration with local arts councils and other institutions.

The school's mission is to provide the community with access to the highest caliber music lessons with a nurturing and talented faculty and outreach programs that foster a lifelong appreciation of music, in the belief that everyone has the potential to participate in, enjoy, create, and develop a lasting love of music.

Outreach activities include festivals, competitions, and community events throughout the year, including the Mildred P. Freiberg Piano Festival, the Peter Elvins Vocal Competition, Open Sings, and the Musical Storytelling Series in which Powers faculty collaborate with area libraries to narrate popular children's books with live music. The school also offers summer programs such as string camps, chamber music ensembles, and the Pow-Wow summer day program for young children, which combines music instruction and a fully-staged theatrical performance.

Powers is governed by a 17-person board of directors led by President Ernest Sabine. There is an administrative team of eight full-time and part-time staff members, and approximately 75 faculty members. The school offers music instruction and performance in three locations in Belmont. For the fiscal year ending August 31, 2016, Powers reported \$1.41 million in total revenue, of which 6 percent was contributed income. Total expenses equaled \$1.45 million, including more than \$52,000 in financial aid and scholarships. The endowment is approximately \$1.46 million.

### Community

Belmont, Massachusetts is a vibrant residential community of 25,000 people, centrally located within the Greater Boston metropolitan area. Belmont is home to a diverse community of artists, educators, physicians, and scientists. Located only eight miles from downtown Boston, Belmont is also closely connected to other nearby regional communities with strong economic hubs in technology, healthcare, and education. Excellent schools and public transportation make Belmont an attractive community for families and commuters.

### Position

The next Executive Director (ED) of Powers will be a visionary leader with a strong love and appreciation of music who is responsible for supervising all aspects of the school's managerial operations, public visibility, and strategic business planning. This individual will be a collaborative and forward-looking leader who will work together with Powers' Music Director to identify new initiatives, partnerships, and opportunities to further enhance the educational and teaching experience of Powers' students and faculty. The ED will lead the organization in utilizing best practices in hiring, training, mentoring, and supervising staff and faculty. Reporting to the board of directors, the ED will be Powers' chief advocate and networker, cultivating new donor relationships and enhancing the organization's profile and visibility throughout the community.

## Roles & Responsibilities

### Management and Leadership

- Oversee all daily operations of Powers, its rental facilities, programs, and personnel to ensure the organization operates smoothly with a singular voice and vision.
- Recruit, support, and retain the highest quality artistic and administrative staff.
- Provide positive and collaborative leadership to the management team.
- Coach, mentor, and develop staff members, providing ongoing feedback and training as appropriate; provide leadership and coordination in the development of the overall annual budget; and regularly monitor and report to the board on the performance of the budget and all financial matters.
- Establish and promote on-site and virtual channels for regular two-way communication with the faculty.

### Planning and Organizing

- Lead an inclusive strategic planning process, working with the board, staff, and community stakeholders to develop a visionary plan for programming, instructional, and performance opportunities.
- Ensure that organizational policies, systems controls, and procedures are in place, adhered to, and regularly reviewed for effectiveness.
- Ensure that all business contracts and agreements are accurately prepared and monitored.
- Approve annual schedules for instruction, performance, and community programming.
- Evaluate technology needs and work with staff to find the best systems to support school operations, fundraising, and communication needs.

### Fundraising

- Serve as the primary spokesperson for the organization.
- Engage actively with parents, students, and the communities served by Powers.
- Lead organizational efforts to build a comprehensive donor-focused fundraising program.
- Collaborate with the board to develop short- and long-term goals and strategies around all areas of contributed revenue and outline the best ways to achieve those goals.
- Identify and establish key relationships with potential funders and donors to facilitate the development of new and renewed sources of contributed support.

### Marketing, Community Engagement, and Audience Development

- Develop a broader public image for the organization, clearly articulating the mission of Powers.
- Build and nurture a relationship with local public and private schools.
- Develop partnership agreements with community organizations to advance Powers' outreach activities in Belmont and surrounding communities.
- Guide marketing, branding, and public relations to achieve earned income goals while enhancing Powers' brand awareness.
- Ensure the highest levels of customer service and community engagement.

### Governance

- Regularly communicate and establish a strong working relationship with the board, encouraging all members to be active participants across the organization.
- Assist in board prospect identification, cultivation, and recruitment and utilize board committees as an opportunity for future board member development.
- Utilize industry standards and engage board members to implement best practices and structures.
- Provide support to best employ the talents and resources of the board and work closely with board members to ensure strong fiscal health and effective governance.
- Monitor organizational performance and critically review all areas of resource management for innovative solutions that maximize operational efficiencies.

## Traits & Characteristics

The ED must be a collaborative leader possessing exceptional interpersonal skills and an ability to attend to a wide range of constituency needs. The selected individual will be a natural coach and mentor as well as a person of high energy, enthusiasm, and integrity. Candidates must have high ethical standards with a deep commitment to music, education, and the development of children and young people. The ED must be forward-looking and goal-oriented

with financial acumen, strategic planning capacity, and people-management and relationship-building skills, committed to delivering results through patience, perseverance, and consensus.

Other key competencies include the following:

- **Interpersonal Skills** – Builds rapport with different constituencies, constructively resolves different points of view, and brings cohesion to an array of stakeholders while interacting with them in a positive manner and listening carefully to what they say.
- **Self-Management and Personal Accountability** – Prioritizes, delegates, and completes tasks necessary to meet or exceed the mutually agreed upon expectations of the role and assumes accountability for personal actions.
- **Teamwork** – Operates effectively and productively with others. Respects team members and their individual perspectives and makes team objectives a priority.
- **Diplomacy and Tact** – Demonstrates a sincere interest in others, treats them fairly regardless of personal biases or beliefs, effectively communicates, and relates well to all kinds of people.
- **Leadership** – Organizes and motivates while creating a sense of order, direction, and active participation among a variety of stakeholders.

## Qualifications

Qualified applicants will have a bachelor's degree, master's preferred, and a minimum of seven to ten years of management experience. Prior experience in the nonprofit music, education, or performing arts sector is desirable. The successful candidate will have a proven track record in strategic planning, institutional development, and team building and will demonstrate excellent people management and organizational skills. A high level of leadership is expected. A passion for music and education, experience with fundraising, recruiting, and cultivating volunteer leadership, and an entrepreneurial approach are highly desirable.

## Compensation & Benefits

A competitive compensation package commensurate with experience includes health and life insurance; paid vacation, holiday, and sick leave; and an employee retirement plan.

## Applications & Inquiries

Please submit a letter and resume (electronic submissions preferred) with a summary of demonstrable accomplishments to:

Ms. Wyona Lynch-McWhite  
Vice President



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**Powers Music School is an equal opportunity employer.**