



## Phoenix Boys Choir Managing Director

### Organization

The Phoenix Boys Choir (PBC) is a professional nonprofit organization that transforms the lives of boys and young men from diverse backgrounds, fosters the highest level of musical excellence, and develops character, leadership, and global awareness. All boys with a passion for music are welcome to join PBC, even without any prior music experience. The learning journey begins with the Cadet Choir and then the boys progress to the Town Choir, Tour Choir, and Young Men's Ensemble. Upon graduation, members can continue their music experience in the Masters Men's Choir.

Now in its 76th year, PBC boasts an impressive participation of approximately 125 boys and young men aged 7 to 18 throughout the Phoenix metropolitan area – as far away as Apache Junction, Surprise, Anthem, San Tan Valley, Maricopa, and Sedona.

***PBC is driven by its core values of Harmony, Musical Excellence, Diversity, Accessibility, and Leadership.  
PBC's vision: To use our voices to change the world for the better.***

Each year, PBC presents a full season of performances, featuring a diverse repertoire that spans from classical masterpieces to popular selections. The audience base of PBC reaches over 92,000 adults annually, with nearly 8,400 youth attending the performances. PBC's dedication to excellence extends beyond live concerts, as it also records CDs, participates in prestigious music festivals, collaborates with other professional groups, and even hosts touring choirs.

The remarkable talents of PBC have performed for four United States Presidents and shared the stage with esteemed entertainers, including Doc Severinsen, Stevie Wonder, and Keith Lockhart, who conducted the Boston Pops Orchestra aside from collaborating with the Phoenix Symphony, Arizona Opera, Phoenix Chorale, Orpheus Chorus. They have also performed at special events such as Joe Foss Institute's Stars In Service, Celebrity Fight Night, and Alice Cooper's Christmas Pudding and joined forces with various organizations to support special causes, including with St. Mary's Food Bank, The Salvation Army, the Phoenix Children's Hospital, Rosie's House Music Academy for Children, Phoenix Youth Symphony, and the Desert Botanical Garden. PBC's performance level divisions also represent the choir on national and international stages touring throughout Europe, Canada, Japan, the Republic of the Philippines, and more.

PBC has a 15-member board of trustees led by Board Chair Cheryl Klock McNeill, and now in his fifth year, Herbert Washington serves as the Harvey K. Smith Artistic Director. For the fiscal year ending June 30, 2022, PBC reported a total revenue of \$1.16 million with \$767,397 from contributions and grants, \$252,730 from program services, and \$123,920 from investment income. Total expenses were \$691,106.

### Community

Surrounded by mountain ranges, the Greater Phoenix area encompasses more than 500 square miles of Sonoran Desert and is comprised of 24 municipalities – each with a distinct set of characteristics, attractions and flavors that offer a unique glimpse of the nation's fifth largest city. Referred to as the "Valley of the Sun", Phoenix has more sunny days (approximately 300) than any other major city in the United States with an annual average rainfall of eight inches. Dotted with resorts and golf courses and bounded by national forests and American Indian communities, Phoenix is known for its sunny climate and spectacular desert landscapes. The surrounding cities feature a vibrant culture and numerous opportunities for outdoor adventures. With the fabled Grand Canyon just four hours away, the state's capital city features attractions that are equally breathtaking.

Phoenix is the 5<sup>th</sup> largest city in the U.S. with a population of 1.64 million. The median annual household income in Phoenix is approximately \$65,000, and almost 56% of the city's population own their homes. Phoenix boasts a growing, diverse population whose residents are 43% Hispanic/Latino, 42% white, 7% African American, and 8% American Indian, Asian, Pacific Islander, Hawaiian and mixed race. The median age is 34, with 11% of the

population aged 65 and older. Arizona's job and economic growth forecasts over the next five years are among the best in the U.S.

Scottsdale's Camelback Mountain, a favorite spot for runners, hikers, and bikers, offers spectacular views of the valley floor and the nearby mountains lining the Mogollon Rim. South Mountain Park, the largest municipal park in the U.S., is another recreation mainstay that horseback riders particularly love. At Phoenix's Desert Botanical Garden in Papago Park, you can learn about the environment and see such sentinels as agave, yucca, ocotillo, palo verde, mesquite and saguaro cacti.

A highlight of Greater Phoenix is the area's rich arts-and-culture environment. Performances at a multitude of theaters, symphony and opera concert halls, and cultural centers are constant attractions, while art and history lovers can flock to a diverse, fascinating museums. With award-winning destinations and critically acclaimed chefs, Phoenix has come into its own, as a food destination, in a way that is unique to this massive metropolitan city known for its non-native transplants. Phoenix is also home to a range of professional sports teams, including football, basketball, baseball, and hockey and hosts major sporting college football, PGA golf, and NASCAR events each year.

Sources: phoenix.gov; census.gov/quickfacts/phoenixcityarizona; visitphoenix.com; visitarizona.com; forbes.com

## Position Summary

Reporting to the Board of Trustees, the Managing Director will partner with the Artistic Director to guide the organization through a crucial period of growth, defining the future of the Phoenix Boys Choir. Responsible for the administration and operational management of the organization, within this collaborative relationship, the Managing Director will foster and support the implementation of the Artistic Director's vision, choral programs, and strategic growth within the policies, practices, and financial capabilities of PBC, in a manner that galvanizes the board, staff, and extended community. The ideal candidate will be an entrepreneur and ambassador for the organization, building the brand and strengthening the organization's reach and impact. The candidate must possess outstanding communication skills, and strong leadership qualities to develop and manage budgeting and finances, human resources and talent development, information systems, institutional and brand marketing, fundraising, and board relations. The ideal candidate must demonstrate a personal commitment to a collaborative work environment and form intentional, effective partnerships with the Artistic Director, Board of Trustees, staff, the PBC community, and other stakeholders.

## Role and Responsibilities

### Shared Leadership

- Together with the Artistic Director, devise a transparent, consensus-driven decision-making model that ensures timely collaboration across all areas of PBC's artistic programs, production, administration, and operations.
- Collaborate with the Artistic Director to bring the artistic vision and mission of PBC to life, energizing the choristers, board, staff, and community.
- With the Artistic Director and Board of Trustees, set strategic direction and goals, with an emphasis on organizational team building, fundraising and finance, organizational structure and operations, and Board development and relations.

### People Management and Development

- In partnership with the Artistic Director, foster a culture of respect and collaboration across the organization nurturing an effective team of professionals who live the organization's mission, vision, and core values.
- Manage, coach, and supervise administrative direct reports while providing support and guidance, as needed/requested, to the artistic team.
- Develop strategies for effective recruiting, on-boarding professional development, coaching, team building and retention of staff.
- Oversee recruitment efforts, job postings, and the hiring process.
- Ensure all PBC human resource policies and procedures, and its employee handbook, are current and consistent with applicable laws and regulations with the support of the Director of Operations.

## Financial Management

- Manage the overall financial operations of the organization with the support of the contracted Accounting Manager and outside vendor.
- Oversee the creation of PBC's annual operating budget, ensuring that the Artistic Director and staff have the information they need to manage and operate within their respective budgets.
- Provide accurate and timely reports to the Finance Committee and the full Board regularly.
- Offer financial analysis and recommendations to guide the organization's financial strategy.
- Ensure effective financial planning for facility ongoing maintenance and periodic capital improvements.
- Work with outside auditors to ensure that all financial systems and internal controls are adequate to appropriately serve the organization.

## Board of Trustee Relations

- Build a constructive relationship with Officers, Board members, and the Artistic Director to support the development and effective operations of the Board.
- Work closely with the Board Chair to identify needed committees, board training, and support.
- Provide monthly written reports to the Board and support the Finance, Fund Development, and Governance, and other committees as needed.
- Collaborate with the Board Governance committee and Artistic Director to expand board membership through active cultivation and recruitment.

## Fund Development

- Plan, manage, implement, and evaluate all fund development programs and activities.
- Work collaboratively and oversee a contracted Grants Manager responsible for institutional fundraising with foundations, corporations, and government agencies.
- Provide leadership and leverage the Artistic Director and Board of Trustees to create and carry out fundraising plans to meet financial development goals.
- Utilize best practices in cultivation, solicitation, and stewardship of donors by developing strong relationships with funders, donors, and collaborative partners.
- Oversee the CRM database and ensure that best practices are being utilized in recording and analyzing data with the support of the Development Manager.

## Marketing & Communications

- In collaboration with the Artistic Director, develop, direct, and implement an annual marketing plan to promote PBC, its chorister recruitment efforts, and its performances through local, national, and international markets.
- Ensure all communications to choristers and families, Board members, donors, media, and external sources are accurate and timely, and representative of the voice of PBC.
- Serve as spokesperson when necessary; promote the Artistic Director for media features and all PBC events.
- Oversee the contracted marketing firm to ensure that website, social media, print and broadcast media, chorister recruitment, and concert promotions are accurate, timely, and effective.

## Traits and Characteristics

The Managing Director will be a decisive, dynamic, and inspirational leader who communicates effectively with all stakeholders and solves problems with a calm and innovative approach. The candidate will have the ability to hit the ground running, have strong interpersonal skills, be self-aware, goal oriented, honest, accountable, and direct. The Managing Director will be a strategic visionary who is resourceful and can resolve conflicts, handle challenging situations, and make tough decisions with compassion and grace. With a transparent, and collaborative approach, the Managing Director will be a thoughtful, patient individual and a hands-on team-builder capable of uniting collective energy and resources to build upon PBC's artistic legacy and brand, securing a path toward its future.

Key competencies include:

- **Time and Priority Management** – The capacity to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- **Interpersonal and Negotiation Skills** – The capability to communicate and collaborate with a variety of stakeholders, listening to many points of view and facilitating consensus.
- **Teamwork** – The capability to collaborate and cooperate with others to meet objectives by identifying and overseeing all resources, tasks, systems, and people to obtain results.
- **Customer Focus and Diplomacy** – The ability to anticipate, meet and/or exceed customer needs, wants, and expectations and effectively and tactfully handle difficult or sensitive issues.
- **Resiliency** – The dexterity to be adaptable to changing circumstances in the industry and environment.

### Qualifications

The Managing Director will demonstrate a history of successful leadership and managerial experience, as well as experience working collaboratively with Artistic Leadership and a Board of Directors. A track record of fundraising and relationship building success and solid business acumen are required. A bachelor's degree or equivalent experience in arts administration, nonprofit management, performing arts discipline, business/management, or other related degree is recommended. Experience working in a shared leadership model is strongly preferred.

### Compensation and Benefits

The Phoenix Boys Choir provides a competitive and equitable compensation package with a salary range of \$70,000 - \$80,000. Benefits include dental, vision, and health stipend, along with generous, flexible paid time off and 10 paid holidays.

### Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit [artsconsulting.com/opensearches](https://artsconsulting.com/opensearches). For questions or general inquiries about this job opportunity, please contact:

Renée Danger-James, Vice President, Executive Search Practice Leader



1040 First Avenue, Suite 352  
 New York, New York 10022-2991  
 Tel (888) 234.4236 Ext. 212  
 Email [PhoenixBoysChoir@ArtsConsulting.com](mailto:PhoenixBoysChoir@ArtsConsulting.com)

**Phoenix Boys Choir believes that diversity at all levels of the organization is necessary to achieving success in our mission. We encourage applications from candidates who can contribute to the diversity of our workforce and reflect the community we serve. PBC provides equal employment opportunities to all employees and qualified applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation or gender identity.**