



The Americana Music Academy is a local 501(c)3 dedicated to promoting, teaching, and supporting American roots music and its influences through private music instruction, workshops, scholarships, concerts, jams, and more. Over the past five years, we have seen exponential growth, growing to 22 instructors, over 100 monthly students, and serving hundreds in the community through our special events and jams. AMA's role in the local community stands on two pillars: Our music school and community engagement. We pride ourselves on spreading the joy of music to the community through our diverse programming.

The Americana Music Academy is seeking a part-time Executive Director to manage operations of our organization beginning this fall. We are seeking a candidate with excellent interpersonal and communication skills, leadership qualities, a background in music, a passion for public service, and a welcoming demeanor. The right candidate will balance a love of music and serving the community with a keen sense for financial stewardship, fundraising, non-profit management, and administration. Ability to stay highly organized, multitask, adapt to changes, manage the details and delegate are a must.

Job Summary:

Manage all operations of a non-profit organization, including recruitment and management of 22 instructors, program development, financial management, student relations, fundraising, grant writing, donor relations, event planning, volunteer management, marketing, social media management, and community outreach on a part-time basis.

Job Description:

- Administrative
 - Manage all operations from top to bottom including recruiting and hiring instructors, onboarding, payroll, teacher relations, 501c3 nonprofit compliance, calling and attending monthly executive committee meetings and at least one annual board meeting, calling and attending other committee meetings as needed
 - Recruit and manage instructors, staff, volunteers, and vendors
 - Field new student and community inquiries
 - Liaise with board and committee members, including calling and attending meetings
- Programming
 - Plan and execute special events and programs as needed, including concerts, workshops, camps, and fundraisers
 - Oversee the scholarship program, including application and awards processes
 - Plan and execute two recitals per year
 - Oversee Youth Ensemble Program
- Fundraising
 - Grant writing
 - Develop and maintain donor relations
 - Develop and execute fundraising campaigns
- Financial
 - Budget management

- Provide all necessary purchasing for the organization
- Process student payments and donations
- Bank deposits and Quickbooks
- Payroll
- Marketing and Public Relations
 - Serve as face of the organization in the community
 - Social media, website management, eBlast, and graphic design as needed
 - Write and circulate press releases to media
- Community Outreach
 - Facilitate jams and connect musicians with each other
 - Foster relationships with other arts organizations, small businesses, and non-profits in the local community
- Building
 - Oversee maintenance of grounds and building
 - Monitor building use, including mail

Required Qualifications

- Bachelor's degree OR one (1) year experience in the nonprofit sector
- Experience with Google Suite or Microsoft Suite applications
- Customer service experience
- Experience using social media (Facebook, Instagram, etc.) for business

Preferred Qualifications

- Master's degree in public administration or nonprofit management
- Two (2) or more years nonprofit fundraising experience
- Two (2) or more years using Quickbooks or similar accounting software
- Grant writing experience
- MailChimp experience for email list
- Experience in music education, including recruiting instructors, scheduling and hosting recitals
- Experience preparing and managing an organizational budget

Hourly pay will be commensurate with skill and experience. Interested candidates should submit a cover letter and resume to americanamusicacademy@gmail.com . Application review will begin on August 8 and continue until a candidate is selected. The anticipated start date is early September, 2022.