

Executive Director Position Profile

POSITION SUMMARY:

Mendelssohn Performing Arts Center (MPAC) is seeking an experienced leader with a proven track record of development and public relations to fill the full-time position of Executive Director. This person, in cooperation with staff, Committees and the Board of Directors, will be responsible for the fulfillment of the mission of Mendelssohn Performing Arts Center.

QUALIFICATIONS:

- Must embrace the mission of the Mendelssohn Performing Arts Center.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Has knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Strong interpersonal, financial management and writing skills.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Must be able to get out of the office and build external relationships.
- Ability to negotiate agreements with artists, services and venues.
- Bachelor’s degree in a related area, with post-graduate experience/degree is required. A minimum of 4-plus years related experience in fundraising and non-profit involvement (preferably in the arts) is required.

SPECIFIC RESPONSIBILITIES:

- Overall management and operation of the MPAC campus: buildings, staff and programming.
- Develop and implement fundraising strategies in conjunction with the Board and appropriate committees.
- Oversee public relations, promotions, marketing and patron development program
- Actively represent MPAC in the community along with board members and administrative staff to develop and further relations in the arts community, the business community and in academia. Be a presence at MPAC concerts, special events and other external networking opportunities.
- Work with the Artistic Advisory Committee (AAC) and the Education Commission to facilitate the educational outreach and programming at MPAC.
- Negotiate and finalize contracts: artists for season concerts, the Mendelssohn Chorale, special events in conjunction with the AAC and Finance Committee.
- Oversee with appropriate staff the contracts for tenants and renters.
- Meet regularly with members of the Executive Board to develop clear, measurable and attainable goals.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them. Develop a comprehensive giving program including identification, cultivation and solicitation of major donors.
- Maintain communication with sponsors throughout the year to remind them of benefits and acknowledge their support.
- Develop and implement a comprehensive planned giving/endowment program.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Coordinate with other major fundraising drives and events, including the capital campaign.
- Oversee PatronManager fundraising database and tracking systems. Become proficient in its use.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications.

ABOUT MENDELSSOHN PERFORMING ARTS CENTER

Mendelssohn Performing Arts Center (MPAC) has been a cornerstone of the Rockford arts scene since 1884 when Mrs. Chandler Starr opened the doors of her home to entertain a group of music lovers. Since then, the name Mendelssohn in Rockford has been synonymous with quality music and community musical opportunities. MPAC provides residents of Northern Illinois with a wide variety of musical performances. Genres include Classical, Jazz, Folk, Americana, Bluegrass, and Ethnic music, with a range of instruments and performers represented. Mendelssohn’s performances are unique because we provide an intimate and interactive concert experience; concert-goers receive insights into the music from the performers on stage and they are able to meet and converse with the artists after the performance. MPAC promotes and nurtures musicians of all ages in our community through recitals and various educational opportunities.

MPAC’s Mission: To present exciting, personal, interactive music experiences and to enrich our community by fostering and supporting the performing arts.