



**THE WASHINGTON CHORUS EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

Position:	Executive Director
Employment Status:	Full-time, exempt (Hybrid)
Reporting to:	Board of Trustees
Salary Range:	\$130,000 - \$155,000, commensurate with experience

About the Washington Chorus

The Washington Chorus (TWC), now in its 64th season, is one of the foremost symphonic choruses in the nation. Noted for the superb artistry of its performances and recordings of the entire range of the choral repertoire, TWC is widely recognized as a cultural leader in the nation's capital.

A three-time nominated and two-time Grammy Award winner, the 200-voice Washington Chorus presents a robust performance season at major venues in the Washington, D.C. area and regularly performs at the invitation of the National Symphony Orchestra, the Baltimore Symphony Orchestra, and the National Philharmonic. TWC has a budget of \$1.5 million and is governed by a 20-member Board of Trustees. Its operations are managed by six professional staff.

Artistic Director Eugene Rogers is widely regarded as one of the most dynamic next-generation conductors, teachers, and musical thought leaders working in the choral field today. Positioned at the intersection of classical music and social change, Dr. Rogers is an Associate Professor of Music and Director of University Choirs at the renowned University of Michigan School of Music, Theatre and Dance, as well as Founder and Director of EXIGENCE, a professional vocal ensemble affiliated with the world-renowned Sphinx Organization.

The mission of The Washington Chorus is to create transformative musical experiences that bring people together through the joy of choral music. We envision an inclusive community where choral music connects, reflects, and inspires everyone.

POSITION OVERVIEW

The Executive Director provides leadership to ensure that The Washington Chorus (TWC) realizes its vision, achieves its mission, and meets its goals for artistic success, financial sustainability, and community engagement. Both the Executive Director and the Artistic Director report directly to the Board of Trustees through the Board Chair and serve as *ex officio* members of the Board.

The Executive Director is responsible and accountable for the overall management and operations of the Chorus, including all aspects of the Chorus' planning, administration, development and fundraising, marketing, community engagement, fiscal management, human resources, concert production, and support for a thriving volunteer core of singers. The Executive Director and Artistic Director work in close partnership to achieve the organization's goals.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Planning and Strategy

Oversee short and long-range planning, engaging Board and staff in periodic planning sessions.

- In partnership with the Board of Trustees, develop and implement strategic plans that realize TWC's vision and achieve its mission.
- Partner with the Artistic Director in designing programs, special initiatives, collaborations, and performance opportunities that enhance the reach and reputation of TWC.
- Maintain positive working relationships with the management teams of TWC's key performance venues.
- In conjunction with the Artistic Director, oversee concert production including strategies for implementation; budgets; and engagement of orchestra, soloists, and other guest performers.

Development and Fundraising

Develop, coordinate, and oversee the execution of strategies to ensure that TWC achieves its annual and long-term goals for contributed income and increases its donor base. Spearhead strategy to enhance revenue generation through targeted service areas and major gifts.

- Plan and oversee the annual individual donor campaign.
- Secure concert sponsorships for upcoming seasons.
- Oversee foundation and government grant requests and reports.
- Establish and support committees and task forces to implement fundraising projects.
- Ensure the organization engages in person-to-person outreach to selected donors and participate actively in major donor engagement.

Financial Leadership

Direct resources and oversee all financials within budget guidelines and according to current laws and regulations.

- Oversee the development and implementation of the annual operating budget; Decide, along with Artistic Director and Director of Production, upcoming season and administrative costs.
- In close collaboration with the Board Treasurer, develop and monitor the organization's annual budgets and provide regular reports.
- Oversee the process for the organization's annual audit. Maintain responsible fiscal policies and procedures in partnership with the Board's Finance and Audit Committee.
- Ensure the organization's financial stability and sustainability by promoting healthy cash flow and developing adequate reserves.
- Oversee bookkeeper, and comply with all local, state, and federal tax regulations and prepare and file reports as needed.

Marketing

Develop and implement a comprehensive strategy to market the Chorus, its affiliated groups, and their programs throughout their market area.

- Oversee sales of tickets and subscriptions to meet or exceed goals for audience development, attendance, and earned income.
- Broaden TWC's reach and impact with new and diverse audiences.
- Maintain and cultivate the Chorus' stature and excellent brand reputation regionally and nationally (for example with Chorus America and the D.C. Commission for the Arts and Humanities).
- Oversee development and implementation of a comprehensive marketing plan, including press releases, advertising, calendar listings, brochures/postcards, public service announcements, and radio advertising.
- Develop education and outreach programs to increase awareness of the Chorus by corporations, grant sources, and the public.

Community Engagement

- Serve as a chief spokesperson and representative for TWC with all external audiences, and an active and visible participant in the cultural life of Washington, D.C. and the national capital region.
- Foster a positive, supportive relationship with TWC's choral singers and other stakeholders.
- Develop ongoing relationships with peer leaders in the community.
- Represent the Chorus at community functions.

Board of Trustees

Work closely with the Board of Trustees and its Officers to:

- Ensure high-quality Board operations and communications.
- Ensure proper record keeping and document access for the Board.
- Attend all meetings of the full Board and as requested by the Executive Committee
- Assist the Board Chair in developing and processing agendas for the Executive Committee and Board meetings.
- Prepare written reports for presentation to the Executive Committee and Board and ensure Board members have access to organizational information and other resources.
- Manage Individual Development Plans for Board Member giving and engagement.
- Assist in identifying and attracting potential new Board members.

Human Resources

Hire, train, develop, and supervise staff according to best practices in human resource management to achieve the organization's goals and objectives:

- Develop/confirm all human resources policies, practices, and procedures and ensure that they follow state and federal employment laws and regulations.
- Actively support TWC organizational values/goals in implementing hiring practices to ensure quality, equity, and access.
- Monitor individual staff performance against annual goals and objectives, providing regular performance feedback and clear expectations.
- Create an administrative structure and decision-making mechanisms that promote a productive working atmosphere and effective staff relations.

- Train and develop staff and ensure a positive organizational culture that supports staff, Board members, and artists.

QUALIFICATIONS

- ❖ A bachelor’s degree required/advanced degree in arts management preferred, or commensurate experience.
- ❖ Minimum 5 years of prior experience as an executive director, director, or in a leadership position in a related nonprofit arts organization, foundation, government, or industry.
- ❖ Knowledge of and a passion for the music performance field, choral music experience preferred.
- ❖ Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams.
- ❖ Skilled financial administrator with proven success in organizational budget management.
- ❖ Experience in and enthusiasm for cultivating and closing significant gifts from organizations and individuals.
- ❖ Excellent written, and public speaking skills; a persuasive communicator with strong interpersonal skills.
- ❖ A proven commitment to and experience in developing a welcoming, fair workplace that supports TWC’s values of excellence, collaboration, belonging, and innovation.
- ❖ Understanding of nonprofit board governance, and experience with successfully collaborating with a board of directors.
- ❖ Demonstrated ability to collaborate, support, and promote the musical leadership role of the Artistic Director.
- ❖ Comfort and familiarity with a wide range of technological tools and platforms, with an understanding of how technology can drive organizational innovation, efficiency, and growth.

HOW TO APPLY

Candidates are asked to please submit a cover letter describing interest and qualifications, along with a resume and contact information for at least three professional references (resume and references not to exceed three pages). Please limit total initial application material to no more than five pages.

Only applications submitted via email in Word or .PDF will be accepted. All applications will be treated as confidential. References will not be contacted without the candidate’s prior knowledge and agreement. The Search Committee will begin reviewing credentials in late April. The search will remain open until the position is filled, but TWC will prioritize applications received by 5:00 pm on April 30, 2026. **Please send materials, via email only, to jobs@thewashingtonchorus.org with the subject line, “Executive Director Search.”**

The Washington Chorus is an equal opportunity employer. We do not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity, or gender expression.