

Job Title: Executive Director

Classification: 1.0 FTE

Status: Full time/Year-round with health stipend, onsite

Reports to: North Valley Music School (“NVMS”) Board of Directors (“BOD”), directly to the BOD President and Executive Committee.

ABOUT NORTH VALLEY MUSIC SCHOOL:

North Valley Music School (NVMS) is Montana’s only nonprofit, community music school, located in the heart of beautiful Whitefish. Since 1997, NVMS has been committed to enriching our community through accessible, high-quality music education, fostering creativity, and cultivating a lifelong love of music. Our programs serve students of all ages and backgrounds, offering private lessons, group classes, ensembles, summer camps, and public concerts. At NVMS, music is more than just notes on a page — it’s about being a leader in music education and excellence, and seeking innovative ways to make music education a part of everyday lives with the belief that everyone has the potential to experience, enjoy, create, and develop a lasting love of music.

POSITION OVERVIEW:

The Executive Director serves as the chief executive officer of the North Valley Music School, responsible for the overall leadership, management, and growth of the organization. This role oversees the daily operations, educational programs, fundraising efforts, community partnerships, and financial health of the school, ensuring that its mission to provide accessible, high-quality music education is fulfilled.

The Executive Director reports directly to the Board of Directors and works closely with staff, faculty, students, families, and community stakeholders to advance the school's vision. The ideal candidate is a passionate leader with an exemplary track record of fundraising success, and strong skills in nonprofit management, strategic planning, Donor development. Employee management, and community engagement, as well as a deep appreciation for the transformative power of music education.

KEY RESPONSIBILITIES (listed in order of priority and (subject to change at discretion of the BOD):

Fundraising and Donor Development

- In partnership with the BOD, develop and execute comprehensive annual fundraising plans that include a roadmap/timeline for engaging existing donors (individual and foundation), attracting new donors, and securing grants, sponsorships, corporate partners program, annual fund drive, and fundraising events.
- Donor cultivation. Serve as the primary relationship-builder with donors, foundations, and corporate sponsors.
- Identify and pursue new funding and revenue opportunities.
- Maintain and update donors’ demographic information, use the CRM platform to keep detailed notes on donor meetings, emails, phone conversations.
- Cultivate and promote the NVMS scholarship program.
- Prepare a monthly status report for BOD.
- Work with the Board and staff to foster a culture of philanthropy and engagement during key fundraising events.

Financial Administration - Oversee and take ownership of the financial health of NVMS:

- Develop and manage the annual operating budget in partnership with the BOD treasurer and finance committee. Provide financial reports in a timely manner.
- Work with the BOD treasurer and bookkeeper to prepare monthly financial reports. Ensure responsible, accurate financial stewardship, and transparent reporting to the Board and stakeholders. Comprehensive understanding of balance sheets, profit and loss statements, and quickbooks mandatory.
- Manage outside vendor costs/billing, recurring expenses, and subscriptions, with the assistance of the Office Administrator.
- Ensure that NVMS operates within the parameters of the budget and the financial policies approved by the BOD, and immediately notify the BOD of any budgetary or financial concerns.
- Collaborate with the Program Director for operational and fundraising activities of NVMS to ensure adequate income for the organization to achieve its mission.
- Schedule finance committee meetings and be prepared to report on the current state of financial affairs.
- Monitor endowment funds, including those managed by Whitefish Community Foundation, along with investment and bank accounts. Include status in the monthly report.
- Oversee risk management including insurance, workplace safety, and compliance.

Organizational leadership and strategic planning - Champion NVMS's mission, vision, and values in all aspects of operations and community engagement:

- Lead NVMS through organizational transition and growth while maintaining the heart and integrity of the school.
- In partnership with the Program Director, oversee all educational programming, ensuring high standards of instruction and student experience.
- Working with NVMS staff, manage the school's day-to-day operations, including facilities, scheduling, and risk management.
- Supervise and support administrative and teaching staff, encouraging collaboration, professional development, and excellence.
- Serve as NVMS's primary ambassador, increasing visibility and engagement through public speaking, media, and outreach efforts. Demonstrate professionalism and preparedness.
- Recruit, train, and supervise Program Director and Office Administrator.
- Review and update NVMS policies annually.
- Ensure adherence to mandatory faculty training, criminal background check, and fingerprinting prior to the start of each program year.
- In partnership with staff and contractors, oversee events, marketing and PR activities.
- Using the NVMS Handbook, confirm all faculty and staff understand NVMS policies and procedures prior to the start of each program year. Present and obtain signed employment contracts if needed.
- Collaborate with the Board of Directors to establish strategic priorities and implement long-term plans.
- Oversee HR functions, including hiring and onboarding, and annual performance reviews with the help of the Program Director.

Nurture faculty, family, community and BOD relationships

- Work with the Program Director to improve student and family engagement. Examples: Host an annual orientation session at the start of each program year for the school, and allow faculty to host their studio orientation. Offer and follow through with actionable volunteer opportunities.
- Work with the Program Director to improve faculty engagement. Examples: Schedule “office hours” to cultivate relationships with faculty. Develop a mentorship program for new faculty. Present opportunities to encourage feedback and suggestions for long-term success.
- Prioritize accountability and communication for self, staff and faculty.
- Collaborate closely with the Board of Directors, keeping them informed, engaged, and supported in their governance role through regular communication, effective meeting planning, and active facilitation of Board and committee work.
- With the BOD chair, develop and implement strategic plans, both long-term and short-term, to align with organizational goals and drive the continued growth and success of North Valley Music School.

Required Qualifications

- 5+ years of leadership experience in nonprofit management, arts administration, education, or a related field.
- Proven success in fundraising, including grant writing, major gifts, and campaign leadership.
- Strong financial management skills, including QuickBooks proficiency, budgeting, reporting, and analysis.
- Proficiency in Microsoft Office, donor database platforms, CRM systems
- Excellent interpersonal, communication, and relationship-building skills.
- 5+ years of successful managerial and project management experience
- Clean criminal background check.
- Passion for music education and belief in its transformative community impact.
- Bachelor’s degree required; Master’s degree or equivalent professional experience preferred.

Preferred skills and abilities:

- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to work effectively with people from a variety of culturally diverse backgrounds
- Ability to pass a driver’s license records check and maintain current Montana Driver’s License and clean driving record.
- Ability to respond in the event of an emergency.
- Knowledge of music, arts education, or nonprofit arts organizations.
- Experience working with a Board of Directors and volunteer leadership.
- Strategic planning and change management experience.
- Ability to thrive in a small team environment, wearing multiple hats when necessary.
- Deep appreciation for the culture, lifestyle, and values of a close-knit mountain community.
- Working knowledge of marketing and public relations principles.
- Participate in continuing education as desired.
- Willingness to work some evenings and weekends for annual events.

This is a *Medium Work* job, and follows guidelines published in the U.S. Bureau of Labor Statistics's Occupational Requirements Survey. Definitions can be found at [Strength levels : U.S. Bureau of Labor Statistics](#) or a PDF copy may be requested.

What success looks like in the first year:

- Grow Our Musical Family: Increase student enrollment by 15–20%, reaching more families across Whitefish and the Flathead Valley.
- Strengthen Our Roots: Lead a successful fundraising effort, securing at least \$500,000 through grants, major gifts, and community support.
- Build Stronger Community Connections: Develop partnerships with local nonprofits, schools, and businesses to expand NVMS's presence and impact. Develop a plan to engage NVMS students and families so they feel welcome and valued.
- Shape Our Future: Collaborate with the Board and stakeholders to create and launch a new 3–5 year strategic plan.
- Create a Thriving Team: Cultivate a positive, supportive, and mission-driven workplace for faculty, board of directors, staff, and volunteers, with the goal to increase engagement.

Compensation and Benefits

- Salary range is \$75,000-\$95,000 annually depending on experience. Opportunity for bonus incentives.
- Benefits include monthly health care stipend, professional development support, paid time off, discounted music lessons for the Executive Director and their immediate family members, and a collaborative, passionate team environment.
- Opportunity to make a meaningful difference in the lives of students, families, and the broader Whitefish community.

How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to nvmsjobs@gmail.com or apply on [Indeed.com](https://www.indeed.com)

Applications accepted until position is filled.

For a paper copy of this job description, please email nvmsjobs@gmail.com.