



About Young Musicians of Alamance

Young Musicians of Alamance (YMA) is 501c3 nonprofit organization that offers instrumental and general music education to elementary, middle, and high school students.

YMA follows the philosophy of El Sistema, which focuses on developing each child's sense of social emotional learning, musicianship, and sense of community inclusion. The majority of our students attend schools where 85% or more students qualify for free lunch. Students that qualify for free or reduced lunch receive free music lessons. If a student is not on free or reduced lunch, they may participate in the program for a small fee.

Lessons occur after-school and Saturdays and are led by experienced music educators. Instruments are loaned to students throughout the school year. Students receive six hours of instruction during the week. They also receive healthy after-school snacks and a hot, healthy lunch on Saturdays.

In addition to music instruction, Young Musicians of Alamance focuses on important social values such as self-respect, empathy, sharing of assistance and resources, mutual support and caring, self-discipline, and teamwork.

The Role

Young Musicians of Alamance (YMA) seeks a part-time, 30 hour a week Executive Director to lead a warm, welcoming, and fun-loving team. Currently, YMA runs programming on Saturdays from 10-1 pm, in-person at 513 W Front St Burlington, NC 27212. The opportunity at hand is to expand and grow the current program.



The Responsibilities

Working closely with the Board of Directors, the Executive Director (ED) will be a visionary leader with a background in nonprofit management, fundraising, and community engagement skills. The ED must have a passion for youth, music education, and inclusion. The ED is responsible for maintaining YMA's vision and mission, advocating for funding and programming, while also leading strategic planning and community engagement efforts. The ED is responsible for overall leadership and day-to-day operations including management of the non-profit organization, financial accountability, operating budgets, and the development of a philanthropic base to support long-term projects, programs, and goals. Responsibilities include the following:

1. The ED will supervise all day-to-day operations of the organization and its staff. Staff to oversee include the Music Education Director and Teaching Artists.
2. Work closely with the nine person board of directors. Attend all board meetings, create the agenda, secure the secretary and treasurer's report, and distribute it prior to the meeting. Report out all needed information to the board.
3. Aid in cultivating new board members while providing direction to the current board. Provide new board members with an orientation.
4. Develop necessary policy or policy changes for board approval and be responsible for implementing the policies.
5. Lead all fundraising efforts including annual appeals, grant writing, philanthropic partnerships, fundraisers, donor retention and cultivation. Complete all grant reports in a timely manner.
6. Serve as the chief spokesperson for YMA. Ensure the organization has representation at events, meetings, and other activities. Attend events as appropriate. Maintain close relationships with partners and potential



partners including school administrators, local government officials, and area organization leaders.

7. Prepare and promote all marketing efforts including but not necessarily limited to social media, website, newsletter, radio, television, and print media. Procure testimonials, reviews, and data to further promote programming.
8. Develop and maintain all community engagement efforts, partnerships, sponsorships, and donor relationships.
9. Oversee, create, and implement all programming. Previous knowledge or processing a willingness to learn about El Sistema is necessary. Conduct ongoing assessment and evaluation of existing programs.
10. Oversee the daily management of all funds consistent with the organization's accounting system. Conduct financial management and budget oversight in collaboration with the Board Treasurer.
11. Communicate with parents and program participants regularly. Enroll participants into the program. Communicate with the Music Education Director regarding the needs of the program.
12. Maintain all instrument inventory needs. Collect and distribute instruments to families. Record and track loaned instruments.
13. Maintain the facility where YMA is housed by keeping the shared space clean and orderly.
14. Perform other job duties as requested by the Board of Directors and committee chairs, within the scope of the position.



Required Qualifications

The ideal candidate will have the following capabilities and qualities:

- Prior management and nonprofit experience, preferably in the arts or a related area.
- Bachelor's degree required.
- Experience with grant writing.
- Strong leadership and creative problem-solving skills.
- Strong financial management ability, with a strong preference for financial management experience, including budget development and fiscal management.
- Strong interpersonal and small group interaction capabilities; ability to work effectively in team situations.
- Skill in effective decision-making and ability to manage change.
- Ability to utilize MS Office applications as well as Apple software.
- Excellent written and oral communication skills.
- A positive attitude

The Salary

Salary range is \$30,000-40,000 annually and will be determined by experience.

To Apply

Please submit a cover letter and resume to ymofa1@gmail.com. Applications will be reviewed on a rolling basis with the deadline to apply by January 31st 2022.

