



2008/2022 Conductor of the Year ■ 2000/2007/2021 Youth Orchestra of the Year ■ 2005/2025/2022 Programming of the Year

Title: Executive Director

Reports to: EYSO Board of Directors

Overview: Full-time, salaried, may telecommute as part of a virtual office, moderate local travel required.

About EYSO

The Elgin Youth Symphony Orchestra (EYSO) is a premier regional orchestra program known for inspiring and educating young musicians through the pursuit of excellence in music performance. EYSO serves students from the greater Chicagoland area and beyond, fostering a community of creativity, teamwork, and personal development. Now headed into its 49th season, EYSO is recognized for artistic excellence, innovative programming, and engaging community outreach. Listen and learn more at EYSO.org.

Position Summary

The Executive Director serves as the chief operating officer of EYSO, working closely with the Board of Directors and Artistic Director to fulfill the organization's mission. The Executive Director is responsible for the overall management of the operational aspects of the organization and for implementing policies set by the board. The successful candidate will be a highly motivated individual with a passion for youth development and the arts.

Key Responsibilities

- Development (50%)
 - Lead and expand fundraising initiatives, cultivate donor relationships, and engage in major gifts, planned giving, and grant writing.
- External Marketing and Communications (25%)
 - Serve as the organization's advocate and spokesperson, develop and implement marketing strategies, and manage the EYSO brand across various platforms.
- Financial Management
 - Collaborate with the board and staff on financial goals, oversee budgeting, and manage all financial operations including accounting and audits.
- Board and Corporate Governance
 - Keep the board informed, facilitate board meetings, and manage legal and governance aspects ensuring compliance with laws.
- Human Resources
 - Promote leadership values, coordinate staff and board committee efforts, and ensure HR policies comply with regulations.

Qualifications

- Bachelor's degree required; Master's degree in a related field preferred.
- Minimum of five years of senior management experience in a nonprofit organization, with a track record of effectively leading a performance- and outcomes-based organization and staff. Arts management experience preferred.

- Excellence in organizational management, with the ability to coach staff to manage and develop high-performance teams and develop and implement program strategies.
- Past success working with a Board of Directors, and the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Passion for EYSO's mission and impact.
- Bilingual abilities (English and Spanish) are advantageous but not required.

Compensation

- This is a full-time, salaried position.
- Salary is commensurate with experience and qualifications.
- Benefits include health insurance access, PTO, and vacation time.

How to Apply

Interested candidates should submit a cover letter, resume, and three professional references to EDApplication@eyso.org. Applications will be reviewed on a rolling basis, with priority given to applications received by June 15. The position will remain open until filled. EYSO is an equal opportunity employer and welcome diverse candidates to apply.

Elgin Youth Symphony Orchestras values diversity and is committed to providing an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.