



EXECUTIVE DIRECTOR

ORGANIZATION

The New York-based Philharmonic Orchestra of the Americas (POA) was founded in 2004 by then 23-year-old Mexican conductor Alondra de la Parra. With the mission to promote young soloists and composers from the Americas, POA is committed to raising the awareness of audiences to the rich orchestral music from throughout the American continent and to enrich music education in the community and the hemisphere.

Under the artistic vision of its Artistic Director, Alondra de la Parra, the Philharmonic Orchestra of the Americas embraces the concept of a contemporary ensemble that stresses the importance of high-caliber music from Latin America and the rest of the world. The Orchestra sees itself as a laboratory for artistic expression, embracing a responsibility to support promising young soloists, composers, instrumentalists, conductors, and diverse artists from Latin America and beyond. Comprised of young professional musicians, POA strives to be an integral part of twenty-first-century New York City, eager to share its heritage of passion for the music with a broad public. Most importantly, the Orchestra recognizes the necessity of breaking the boundaries and stereotypes of the traditional concert format out of the need to restore symphonic music as a relevant part in people's lives.

Since its founding, POA has performed at Lincoln Center's Alice Tully Hall in New York, The Kennedy Center for the Performing Arts in Washington, DC, and the Meyerson Symphony Center in Dallas; undertaken two international tours, including concerts in Mexico City, Guadalajara, and Oaxaca; performed for Mexico's President Felipe Calderón as well as First Lady Laura Bush; and produced recordings. Fulfilling Ms. de la Parra's vision, in 2007 POA initiated a Young Composers' Competition, open to composers under age 35 from South America, Central America, North America, and the Caribbean; the First Prize winner receives the opportunity to have his or her work performed in New York City. Ms. de la Parra and POA also established an Arts and Education Program, which is projected to make 56 classroom teaching visits in 2010, reaching a total of 1,000 young people in New York City and Mexico. For the fourth season, in 2010 the POA will be the orchestra-in-residence at the Music Festival of the Americas at Stowe, northern Vermont's premier music festival. A major champion of new music, Ms. de la Parra has presented more than twenty world premieres by composers including Enrico Chapela, Paul Brantley, Paul Desenne, and Eugenio Toussaint. POA's guest conductors have included Jean Phillippe Tremblay, Nikolas Caoile, and James Gaffigan. The POA operates with a balanced budget, which for the 2009/10 fiscal year is \$1.45 million.

RESPONSIBILITIES

The Philharmonic Orchestra of the Americas seeks an Executive Director with significant experience in management and fundraising to lead a rapidly growing non-profit orchestra based in New York City. With a dual reporting relationship to the Board of Directors and Artistic Director, the Executive Director will be charged with leading the Philharmonic Orchestra of the Americas to its next level of organizational achievement, prominence, and excellence in keeping with the Orchestra's mission, vision, and values.

POA seeks a strong, passionate leader with a proven track record who can build on the successes of recent years and continue the organization's growth and development. While POA's operating budget has increased substantially over the six years of its existence, the Executive Director must work to help ensure that adequate funding is in place to meet POA's mission, program, and institutional goals as the organization continues to grow.

POA's Executive Director will be responsible for and have oversight of fundraising, marketing, management, operational, and administrative activities. The Executive Director will work hand in hand with POA's Founder and Artistic Director, Alondra de la Parra, and POA's Board of Directors to establish the organization's strategic direction and visibility for its international brand.

The Executive Director will implement POA's artistic and organizational vision as created by the Board and Artistic Director, bringing a passionate commitment to the Orchestra's mission together with energetic and effective fundraising efforts, the efficacy of best business practices, fiscal accountability, and institutional impact. In day-to-day collaboration with the Artistic Director, the Executive Director will direct, plan, and evaluate all major activities of POA. The scope of responsibility includes working closely with the Artistic Director and a well-connected Board of Directors in fund development, generation and administration of sponsorships, donor stewardship, special events, and external relations. The Executive Director will act as the coordinator, negotiator, and contracting agent with external constituencies, including corporate sponsors, foundations, domestic and international government agencies, and vendors. Serving as a facilitator, coordinator, and intellectual resource for the organization, the Executive Director will lead a team consisting of the Orchestra's full-time and part-time staff, volunteer corps, musicians, Board of Directors, volunteer committee members, and in-kind partners. The Executive Director will maintain an institutional culture that allows issues, problems, and opportunities to be raised, discussed, and resolved in a professional and collaborative manner.

Institutional and Operational Planning

Develop, implement, and monitor a long-term institutional plan and vision in coordination with the Artistic Director, Board, and staff.

- Develop and oversee the execution of short-term operational goals and long-range institutional planning and implementation processes, including the effective mentoring and supervision of the organization's human resources, and decision making related to appropriate use of fiscal resources;
- Consult and strategize with the Artistic Director and staff regarding the annual artistic, educational, touring, and outreach plans and appropriate budgets that fulfill the organization's artistic vision and simultaneously maximize earned income opportunities;
- Create a strategy to effectively mobilize and utilize volunteers in support of the Orchestra and its programs;
- Guide administrative personnel relations to ensure that the organization is effectively structured and staffed with competent employees;
- Ensure that POA's employer obligations to its staff are fully met, legally and ethically.

Institutional Advancement and Fundraising

Collaborate closely with the Artistic Director and the Board in the organization's development programs.

- Take a leadership role in POA's annual operating fundraising efforts directed toward individuals, foundations, corporations, and government agencies;
- Identify, secure, and administer appropriate local, national, and international funding and sponsorship opportunities;

- Lead staff and Board in development activities, maintain strong relationships with the funding community, and develop the most effective donor cultivation, solicitation, and stewardship methods with the Board, Artistic Director, and staff;
- Oversee building of an effective and growing development staff.

Marketing and External Relations

Develop marketing and public relations programs that achieve earned income goals from subscription and single ticket sales while enhancing POA's local, national, and international visibility and reputation.

- Guide the increased international brand awareness and impact of the organization, clearly articulating its mission, vision, programs and strategic direction;
- Cultivate good relations with other arts organizations, presenters, artist management firms, educational institutions, and media;
- Coordinate with all city, state, regional, and national governments and agencies as needed;
- Oversee development of an effective and growing marketing staff.

Resource Management

Develop, monitor, and maintain fiscal responsibility for POA's overall budget, and ensure the most effective use of financial, human, and technological resources.

- Oversee management of cash flow and present appropriate balance sheets, income statements, and other financial oversight tools for Board review;
- Work with legal counsel and Board, when needed, in representing and negotiating contractual matters, including with musicians, agents, guest artists, promoters, tour presenters, other independent contractors, vendors, rental facilities, and strategic partners;
- Oversee hiring and management of an effective finance office staff.

Governance

Provide support to best utilize the talents and resources of the Board, stimulate involvement, and work closely with the Board to ensure strong fiscal health and effective governance of the organization.

- Guide, direct, and support the Board in their duties in fund raising and governance, and as community and international ambassadors for the Orchestra;
- Initiate and maintain effective communications with the Board Chair, Board of Directors, Artistic Director, staff, and volunteers;
- Provide concise, relevant, and timely information to the Board so that it can fulfill its policy and decision-making responsibilities;
- Assist Board committees to develop and implement their goals and objectives;
- Actively assist in Board prospect identification, cultivation, and recruitment with the goal of developing Board members whose skills, experience, financial connections, diversity, and capacity meet the needs of POA;
- Orient, educate, mentor, and engage Board members to maximize their effectiveness.

TRAITS AND CHARACTERISTICS

The Executive Director of the Philharmonic Orchestra of the Americas will be a passionately committed, results-oriented leader who has a keen ability to prioritize many varied tasks, juggling many balls in the air while leading, organizing, and motivating others with a sense of teamwork, empathy, and flexibility.

The Executive Director will have a broad ability to develop and maintain positive relationships with culturally diverse individuals and constituencies, generating new organizational opportunities while maintaining a sense of order and strategic direction. The position calls for superior and sensitive interpersonal skills, outstanding verbal and written presentation abilities, and a people-oriented leadership style, in addition to the capacity to manage internal operations in accordance with the best business practices suitable for a small not-for-profit organization with growing international artistic aspirations.

The Executive Director should have the ability to understand and embrace POA's unique mission and special character and be sensitive to and supportive of the needs of its diverse constituencies, including subscribers, donors, sponsors, Board members, artistic leadership, volunteers, and administrative staff. The selected individual should find it a compelling opportunity to collaborate with the Artistic Director to continue to build POA's visible reputation while serving the needs of its New York City, national, and international audiences and supporters.

The successful candidate will be a team player for whom the ownership of ideas is less important than the result of collaborative effort. The Executive Director must have exceptional organizational and administrative skills, with the ability to plan, set goals and objectives, organize, and follow-through, and valuing practical accomplishments, results, and rewards. He or she must be comfortable working at the highest social, political, and economic strata locally and internationally, while also fully and effectively overseeing and managing the organization's day-to-day internal operations. The Executive Director should have an excellent knowledge and understanding of fund development, marketing, fiscal management, and external relations, and have the presence and capacity to move initiatives forward in each of these areas. The Executive Director should see the position as an opportunity for continuing education and intellectual growth. He or she should be the model of integrity and fairness, and have the highest ethical standards. Dedication, enthusiasm, energy, and valuing service to others and society are also key attributes.

EXPERIENCE AND QUALIFICATIONS

The Executive Director of the Philharmonic Orchestra of the Americas should have a keen interest in and knowledge of orchestral classical music, have at least five years' experience in a management leadership capacity in a performing arts environment, with orchestra experience preferred, and with increasing levels of responsibility and direct stewardship of boards of directors. Candidates should have considerable financial management background, with knowledge of QuickBooks, a successful track record as a fundraiser, including experience in grant writing, preferably in New York. A fluent Spanish speaker is preferred but not required. A Bachelor's degree is required and advanced degree preferred.

COMPENSATION & BENEFITS

Compensation is competitive and commensurate with experience.

APPLICATIONS AND INQUIRIES

Cover letter and résumé with demonstrable accomplishments to:

Willem Brans, Vice President
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Philharmonic Orchestra of the Americas is an equal opportunity employer.