

# Minnesota Bluegrass and Old-Time Music Association Executive Director Job Posting

**Compensation: \$55-80,000/ year Contract**

The person in this full-time contracted position will be responsible for providing overall operational leadership and financial sustainability of the Minnesota Bluegrass and Old-Time Music Association (MBOTMA). The individual will report directly to the president of the Board of Directors and work with the Board and its operating committees to establish policies and program direction and to implement and administer the mission of MBOTMA: To preserve and promote bluegrass and old-time stringband music in and around the state of Minnesota.

The role requires a creative, articulate, flexible, experienced, and transformative leader who will continue the organization's sustainable growth and help develop new, untapped opportunities. The executive director is responsible for oversight, supervision and management of staff; coordination of all fundraising strategies; encouraging membership; soliciting and developing sponsorships; establishing and maintaining beneficial partnerships; coordinating marketing and advertising; public relations; festival coordination; and volunteer and vendor coordination.

The ideal candidate for the position will have the following:

- Minimum of 7-10 years' experience in management, preferably in an arts or similar organization, with at least 5 to 7 years in a senior leadership role.
  - Ability to identify, recruit and retain talent; delegate effectively while holding team members accountable; and develop, manage, inspire and bring out the best in staff and volunteers.
  - Ability to design, implement and measure the effectiveness of programs and projects through to completion, as well as guide and manage staff on the programs and projects for which they are responsible.
  - Track record of establishing and maintaining collaborative relationships within community organizations.
- Non-profit leadership experience, preferably leading within non-profit organizations and/or serving on boards or in other intensive volunteer roles.
- Proven ability to prudently manage an organization's resources within budget guidelines, exceptional financial and general business literacy.
- Development and fundraising experience, including grants and grant reporting, and working with business and donor software.
- Leading in a dynamic environment, including team development, stakeholder engagement and change management and communications.
- Successfully working with/for a Board of Directors and operating committees.

- Must be legally authorized to work in the U.S.

In addition, the following critical success factors are highly desirable:

- A deep connection with and appreciation for bluegrass, old-time, and related acoustic/folk music as defined in the MBOTMA mission statement.
- Strong leadership and interpersonal relationship skills with the ability to work with a wide variety of stakeholders including committees, volunteers, members, Board of Directors, staff, and community partners. Leadership skills include the ability to:
  - Motivate staff, Boards of Directors, and volunteers to achieve the mission, vision, and objectives of the organization.
  - Identify, recruit, and retain talented people and build a highly effective team culture.
  - Delegate responsibility while holding team members accountable for established goals and objectives.
  - Develop and lead teams, maximizing their performance.
- Demonstrated focus on delivery of mission-centric program development and fundraising strategies.
- Demonstrated ability to build effective relationships at all levels of an organization; willingness and desire to invest the time to understand the origins of the culture and reasoning for current policies and habits.
- Strong organizational and change management skills, with the ability to facilitate bold, transformative conversations.
- Willingness and interest in working at both strategic and hands-on tactical levels.
- Self-starter and self-motivated with an ability to work without direct supervision.
- Appreciation of and enthusiasm for fundraising arts, including the development of positive relationships and strong branding.
- Experience and skill with contract negotiations.
- Commitment to a nonprofit service organization.
- Strong history of community and professional involvement; demonstrated cross-cultural competence.
- Demonstrated experience with large-event management and coordination.
- Engaging, friendly demeanor and ability to make genuine connections with stakeholders of all kinds.
- Demonstrated passion for the organization and all it stands for.
- Excellent interpersonal communications, public speaking and writing skills.
- Exceptional organization skills

To apply, send a cover letter and resumé to [president@minnesotabluegrass.org](mailto:president@minnesotabluegrass.org) by November 27, 2023.