



## JOB POSTING

**Position:** Executive Director (part-time)  
**Organization:** Songcatchers, Inc., New Rochelle, NY

### About the organization:

Songcatchers, with its long history and many traditions, has been growing steadily from a small choir in 1979 - to an independent nonprofit organization in 1994 - to its current status as an active music organization serving 300 children and youth each year in the Lower Hudson Valley. We provide affordable access to high quality music education, training, and enrichment for low-income families. Many of its first members continue to participate and serve on staff, as volunteers, mentors, or Board members. Its impact has been attested to by past students and volunteers, several of whom have pursued music education and performance as careers. *Reaching for Peace through Music* defines and informs all activities at Songcatchers and is reflected in an atmosphere that fosters community, mutual respect, self-esteem, leadership development and an appreciation for the arts.

Songcatchers has three main programs:

- *After School Music Program:* engages talented high school, college and community musicians to teach instrumental music to elementary/middle school children at an affordable price. They are mentored by PT professional musicians.
- *Choral Arts:* consisting of a Youth Choir, Concert Choir, Summer Choir Camp.
- *Early Childhood Music Program:* Musikgarten, ages 1½-3; piano, ages 6-7; violin, ages 4-7.

Member:

- National Guild for Community Arts Education
- New Rochelle Council on the Arts
- ArtsWestchester
- Nonprofit Westchester
- Association of Development Officers

### Job description:

The Board and current Founding Executive Director (ED) are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals. We seek a leader who is able to help others at Songcatchers deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful ED will have the skills, sensitivity, and personal confidence to tap into the power that each member

of the team brings to this mission. While it is essential that the ED bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives the Songcatchers concept. The ED reports to and works with Board of Directors to pursue long-range goals.

Responsibilities:

- Development and financial oversight
  - Research and pursue opportunities for major financial support of programs and activities including grants, gifts and private donor support
  - Communicate regularly with Financial Advisor
- Programmatic oversight:
  - Ensure competent maintenance of quality music education in the three current programs
  - Manage office staff and maintain communications
- Community outreach:
  - Continue and strengthen relationships with a variety of organizations in the local community.

Qualifications:

- Growth-focused, seasoned leader; background in music performance and education is ideal, but not necessary; fluency in spoken Spanish a plus.
- A proven record of five or more years of diversified fundraising success, including government and private foundation grants, donor cultivation, and events.
- Ability to passionately and persuasively communicate with excellent written, verbal and interpersonal skills that effectively promote the organization's mission.
- Experienced manager who has a successful record of working collaboratively with a staff and Board to oversee an organization.
- Demonstrated success in developing and strengthening broad range of external partnerships and relationships; ability to work with diverse groups of people.
- Understanding of and commitment to the Songcatchers mission.

Contact:

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