

**City of Fairfax Band Association, Inc.
Managing Director**

Position Description
Posted: November 11, 2024

JOB TITLE: Managing Director

PART-TIME: 20/hours week, flexible, 1099 contractor status

LOCATION: Flex; Rehearsals, concerts and meetings in Fairfax City, VA

CLOSING DATE: December 15, 2024

The City of Fairfax Band Association (CFBA) is a 501(c)3 performing arts organization. The CFBA strives to be the premier community band association by building upon the great American heritage of the hometown community band for current and future generations. The CFBA presents high-quality and entertaining performances, provides rewarding educational experiences, nurtures a lifelong love of music, and advances the wind band literature.

JOB SUMMARY: Reporting to the President of the Association, the Managing Director is responsible for the day-to-day administration of the Association. To that end, the Managing Director works collaboratively with the Board of Directors and diverse part-time volunteers, paid staff, and 1099 contractors in support of the Association's mission and vision. Responsibilities include but are not limited to: general administrative duties for the Association; managing the program logistics; maintaining community relations; supporting marketing and public relations; supporting development and fundraising; and event management for the City of Fairfax Band and the Main Street Community Band (the Concert Bands).

JOB DUTIES AND RESPONSIBILITIES:

Program Logistics & Event Management

- Prepare the annual performance and rehearsal schedule and special events schedule for the Concert Bands by working with the President, Music Director, and Band Directors.
- Administration of all of the Concert Bands' activities, including facility and equipment rental, staging requirements, broadcast and recording requirements, and other logistical arrangements
- Coordinate activities with the Association's volunteer staff
- Attend all City of Fairfax Band and Main Street Community Band rehearsals and concerts
- Distribute a weekly email announcement along with in-person announcements at band rehearsals
- Attend all Board of Director Meetings and committee meetings as requested
- Coordinate guest artist activities, including contracting, travel arrangements and gathering and disseminating biographical information, etc.

- Manage the Concert Bands' performances to include front-of-house management, ticket fulfillment, venue coordination, volunteer coordination, contractors, etc.

Administrative:

- Check PO Box and distribute correspondence
- Collect annual dues, process all incoming check and cash payments, make weekly bank deposit, monthly PayPal download, and provide deposit statement to Bookkeeper
- Maintain Google Drive files and organization
- Handle all insurance renewals, professional membership renewals annually
- Provide annual ASCAP works list
- Coordinate concert recordings
- Manage Board of Directors communication including maintaining mailing lists and distributing minutes, agenda and written reports
- Manage internal band personnel coordination, including maintaining and updating membership rosters and mailing lists

Community Relations:

- Respond to and follow up with enquiries by letter, telephone, email and/or personal visits in an efficient, professional and courteous manner
- Communicate with city, county, and state authorities, performing artists, guest artists and subscribers as necessary to ensure efficient, positive relations, support and activities
- Coordinate activities with other local performing arts organizations regarding joint collaborations and to avoid scheduling conflicts

Public Relations & Marketing:

- Execute special activities such as ticket giveaways and other targeted marketing efforts
- Communicate with website manager regarding updated information/special announcements
- Manage social media posts and CFBA YouTube channel (unless a volunteer is in place)
- Maintain updated mailing list and email list in MailChimp
- Coordinate distribution of season brochure and other printed matter
- Design and execute printing of concert programs, including ad content
- Execute ticket distribution via mail and will call list

Development:

- Coordinate and maintain database of donors, gifts, and thank you letters
- Assist Development Chair with stewardship
- Solicit donations at winter season concerts and summer concerts (remittance envelopes in programs, personal appeals in lobby)
- Assist with completion of grant applications

Other

- Perform other duties as assigned by the President

Experience and Skills:

- Experience in nonprofit and/or arts environment
- Support and coordinate a virtual and distributed work environment
- Highly effective written and verbal communications skills with strong editing skills
- Ability to plan, initiate and complete tasks and projects without close supervision, as well as ability to work well in a team planning environment.
- Ability to effectively supervise volunteers
- Ability to work diplomatically with elected officials, board members, donors, and arts community
- Ability to work with graphic designers to produce information materials as needed
- Experience with information management systems, email campaign management (MailChimp preferred), web design and HTML (WordPress preferred) and Microsoft Office Suite