

IHS Executive Director Job Description (approved June 2017)

The Executive Director (ED) position is the chief administrative position for the International Horn Society. Under the direction of the Advisory Council (AC), the ED is responsible for general operational, administrative and financial management of the society. The ED develops and manages organizational policies approved by the AC in such key areas as operations, fundraising, finance and budgeting, communications and programming. The ED works closely with the AC, Committee Chairs, Coordinators and the membership. Good listening and communication skills are critical for this position. A keen interest in the horn and the ability to travel are required.

The ED should have knowledge of administrative and management principles necessary to communicate effectively with a diverse international membership; knowledge of budgeting principles, non-profit tax requirements, and financial planning. Basic bookkeeping, database management, and writing skills are required. The ED should also be familiar with credit card merchant accounts, and PayPal accounts.

The ideal candidate will have experience in developing and maintaining effective management systems which can evaluate and respond positively to the ongoing needs of the organization; the ability to develop and maintain a close working relationship with AC members, other IHS staff, committee chairs, project coordinators, and members; the desire to network within the nonprofit musician organizations and professional services companies for communications and services.

RESPONSIBILITIES:

Bookkeeping

- maintain bookkeeping records using standard accounting practices and procedures.
- write checks, make deposits, balance bank statements.
- process credit cards and PayPal payments.
- oversee the preparation of the financial records for annual audit.
- oversee the preparation of 1099/1096 tax reporting for non-employee compensation and royalty payments.
- maintain the approved budget in QuickBooks and provide quarterly updates of Actual vs. Budget Reports.

Database Management

- Supervise the Membership Coordinator (MC) who is responsible for updating records on on-line database as members join or renew.
- regular communication with members, including email correspondence, and problem solving.
- Oversee member database in additional areas not covered by MC duties, including production of mailing labels (e.g., for The Horn Call and as needed for commercial sale and regional coordinators), generating statistical information for the AC, etc.

Program Management

- assist and support the Scholarship Coordinator in the annual scholarships and contests.
- assist workshop hosts and coordinator as required.
- hold and release credit card deposits.
- track and pay royalties for on-line music sales.

Administrative

- work with President to compile reports and create agenda and schedule for annual AC meetings.
- participate in all in-person and virtual Executive Committee (EC) meetings, and Committee Meetings.
- annually prepare and distribute orientation packets to new AC members and new EC members.
- assist AC at annual board meetings by providing reference and historic information as required.
- work with executive committee throughout year to resolve ongoing issues, develop projects and comply with government non-profit requirements.
- annually create a worksheet to use as a template to assist the budget committee in developing the budget.

- annually accept nominations, maintain records, and tabulate votes for the member election of AC members.
- maintain historical records, archive as required.
- manage, stock and operate sales table, including design and purchase of sales items, and to promote membership during international symposium.

Fund Raising

- oversee implementation of development initiatives.
- accept, track, and acknowledge all donations.
- assist with grant writing as needed – infrequent.

REQUIRED EXPERIENCE:

- a Bachelors degree and at least 2 years of experience with non-profit or business management, including working with a board of directors, or equivalent.
- basic bookkeeping or accounting experience, including accounting software.
- demonstrated proficiency with standard computer programs.
- demonstrated competence in both new technologies and social media.

DESIRABLE:

- experience at a management level of an arts organization.
- multiple language skills.
- grant writing or fund raising experience.
- IHS membership.

PERSONAL QUALITIES

The ED position requires an honest, self-disciplined, and self-motivated person with extraordinary communication skills, who can prioritize and complete tasks to deliver outcomes in a timely manner. The ED must be optimistic and versatile as the position requires frequent change and flexibility. The ED must be practical, results-oriented, and enjoy frequent interaction with others. The ED should possess entrepreneurial qualities that facilitate and promote the growth of the society and its connection to current member needs.

COMPENSATION

The ED is currently paid as independent contractor, reviewed annually. Starting salary: \$30,000. Workload can average up to 30-40 hours per week, but the schedule is generally flexible, depending on fiscal and society/administrative needs. The ED should expect to provide their own home office, computer hardware, phone, and fax machine, though some support is available. As a contractor, the ED is responsible for all personal taxes, etc. associated with compensation received. The IHS provides certain travel expenses as required.