

Position Summary

The Executive Director serves as the chief executive officer for the West Texas Symphony and provides strategic, financial, and operational leadership to advance the organization's mission. Reporting to the Board of Directors and working in close partnership with the staff and musicians. The Executive Director oversees administration fundraising, finance, marketing, community engagement, and day-to-day operations while strengthening community relations, and ensuring artistic excellence and long-term organizational sustainability.

Key Responsibilities

Leadership & Governance

- Provide visionary leadership and implement the organization's strategic plan.
- Partner with the Board of Directors to establish organizational priorities and support effective governance.
- Foster a collaborative, inclusive, and high-performing organizational culture.
- Ensure compliance with all legal, financial, and regulatory requirements.

Financial & Operational Management

- Develop and oversee the annual budget and monitor financial performance.
- Ensure sound fiscal management and long-term financial sustainability.
- Direct administrative operations, human resources, technology, and facilities.
- Establish policies and procedures that promote operational excellence.

Fundraising & External Relations

- Lead all fundraising efforts, including major gifts, annual giving, grants, corporate sponsorship, and planned giving.
- Cultivate and maintain strong relationships with donors, foundations, business leaders, government agencies, and community partners.
- Serve as the Symphony's primary ambassador and spokesperson within the community.

Artistic Partnership

- Collaborate with the Director of Operations and Music Director to align artistic vision with organizational resources.
- Support season planning, guest artist engagements, and production logistics while maintaining fiscal responsibility.
- ***Foster positive working relationships with musicians, artistic personnel, and guest artists.***

Marketing & Audience Development

- Oversee marketing, communications, public relations, and audience development initiatives.
- Expand patron engagement, increase attendance, and strengthen the Symphony's visibility throughout the region.
- Support educational programs and community outreach that advance the organization's mission.

Staff Leadership

- Recruit, supervise, mentor, and evaluate administrative staff.
- Promote professional development and accountability across the organization.
- Encourage collaboration among staff, board members, volunteers, and musicians.

Qualifications

Required

- Bachelor's degree in Business Administration, Nonprofit Management, Arts Administration, Music, or a related field (master's degree preferred).
- Minimum of 7 years of progressively responsible leadership experience in nonprofit management, performing arts, or a related field.
- Demonstrated success in fundraising, financial management, strategic planning, and organizational leadership.
- Experience working with boards of directors and diverse community stakeholders.
- Exceptional communication, relationship-building, and public speaking skills.
- Knowledge of and appreciation for orchestral music and the performing arts.
- Travel in and around West Texas, especially in Midland / Odessa, when necessary.

Key Competencies

- Strategic Leadership
- Financial and Budget Management
- Fundraising & Donor Relations
- Board Governance
- Team Leadership
- Marketing & Audience Development
- Community Engagement
- Partnership Building
- Excellent Written and Verbal Communication
- Attention to Detail

Reports To

Board of Directors

Works Closely With

Board of Officers, Music Director, Musicians, Administrative Staff, Donors, Volunteers, and Community Partners

Status

Full-Time, Exempt

Mission Alignment

The Executive Director provides visionary leadership and oversees the day-to-day operations of the West Texas Symphony, ensuring the effective management of the organization's finances, administration, fundraising, and community partnerships while advancing its mission and strategic objectives.