

SAN FRANCISCO BACH CHOIR



Managing Director, San Francisco Bach Choir

Position Title: Managing Director

Reports To: President, Board of Directors

Position Summary:

The Managing Director (MD) has overall responsibility for the operational management of the San Francisco Bach Choir (SFBC). The MD works with the Artistic Director to plan and execute the season, including concerts, community programs, and choir-building activities. The MD implements marketing and communications plans, serves as the point of contact for singers and the public, and supports the Development Committee of the Board in fundraising efforts. The MD is responsible for the daily operations of the choir, including supervising operations staff and volunteers, and managing administrative functions. The MD is also responsible for concert production and for implementing marketing and ticket sales activities.

Job Duties and Responsibilities:

Operational Leadership

- Partner with the Artistic Director to plan and execute choir season, including concerts and community programs (including contracts and details related to collaborating performers), singer recruitment strategies, marketing activities, and additional activities as needed.
- Work in collaboration with the Artistic Director and Board of Directors to develop and execute the strategic plan. Manage implementation of applicable components of strategic plan, track progress and communicate issues, risks, and successes to the Board of Directors.
- Work closely with the Board of Directors, participate in Board Committees as indicated and present regular reports at monthly Board meetings.
- Develop and manage the annual budget in partnership with the Board Treasurer.
- Direct and execute all operations with a strong sense of ownership. This includes supervising operations staff and volunteers, managing the choir's business infrastructure, and managing concert and event production (contracting for venues, instrumentalists, and vocal soloists, and event-day logistics).
- Execute marketing/communications activities, including traditional media, social media, advertising, audience development, and ticket sales, in collaboration with marketing consultants.

Development Operations and Community Engagement

- Support Development Committee in maintaining donor database and implementing fundraising activities, including annual campaigns, corporate giving, sponsorships, grants, and donor communications.
- Build relationships with singers and partner with the Artistic Director for choir recruiting, retention, and singer community-building activities.
- Partner with and/or supervise volunteers and actively promote volunteerism within the organization.
- Collaborate with the Board to develop and support audience relationships.

Qualifications:

1. Demonstrates integrity, warmth, positive energy, strong interpersonal skills, flexibility, a strong work ethic, and a sense of humor.
2. Able to develop strong relationships with SFBC board members, singers, staff, and the external community.
3. Able to generate new ideas, explore non-traditional solutions, and problem-solve creatively.
4. Able to work in a highly collaborative environment.
5. Knowledge of and appreciation for classical choral music.
6. Experience implementing successful marketing activities, including social media.
7. Excellent writing skills and the ability to communicate clearly and effectively to a broad range of people.
8. Interest in nonprofit administration, including experience in budget management and reporting.
9. Strong organizational skills and the ability to simplify and streamline operational processes.
10. Able to oversee/manage and prioritize significant operational detail; demonstrated project management skills.
11. Excellent computer skills (Google Workspace). Able to ramp up on new systems quickly. Experience with CRM platforms preferred.
12. Experience in fundraising for performing arts non-profits, including donor development, grant writing, and fundraising campaigns preferred.

Hours and Working Conditions:

40 hours/week full-time, exempt position. Work from home, some night and weekend hours for in-person rehearsals, meetings, concerts, and events.

Salary and Benefits:

- Salary Range: \$75,000–\$95,000 depending on experience
- Paid sick leave
- Voluntary SIMPLE IRA with employer match of 3%

To Apply:

To apply for this position, please submit your resume and a cover letter that addresses your interest in the position via our applicant form at <https://forms.gle/xDntsreVvDgEbv9LA>.

About the San Francisco Bach Choir:

The San Francisco Bach Choir's mission is to inspire, inform, engage, and foster connections among Bay Area singers and audiences through outstanding choral music, and to offer dedicated singers the opportunity to study and perform both Early Music and the diverse repertoire of great works from other eras and genres. Founded in 1936, it is one of the oldest continuously performing community choirs in the western United States. SFBC uses a historically informed approach, period instruments, and professional instrumentalists and soloists. For more information, visit <https://www.sfbach.org/>.

Nondiscrimination Policy:

San Francisco Bach Choir, a 501(c) 3 California corporation, does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, veteran or military status, physical appearance, language, or educational background in any of its activities or operations, including those related to hiring/employment practices, provision of services, selection and engagement of contractors, musicians, and volunteers, and all other business of the organization. The chorus is committed to providing an inclusive and welcoming environment for all members of its staff, volunteers, contractors, subcontractors, vendors, audience members, and singers.