



NOW HIRING! CHIEF OF STAFF POSITION

WHO WE ARE

Boston City Singers is an El Sistema-inspired program founded in 1995 in Boston's Dorchester neighborhood. We train and inspire the musician and ambassador in each singer by providing the highest level of musical instruction and wide-ranging performance opportunities. Since our founding, we have served singers ages 4 - high school in the urban neighborhoods of Dorchester, Jamaica Plain, and North Cambridge. With a focus on inclusion, access, and social justice, we are known for our family atmosphere, where diversity of all kinds is acknowledged and welcomed.

CHIEF OF STAFF OPPORTUNITY

As we approach Boston City Singers' 30th anniversary, we are looking for a passionate, visionary administrative leader who can support and evolve our mission to recruit and educate singers of diverse backgrounds, identities, and communities. In collaboration with Boston City Singers' Founding Artistic Director, the person we seek will center our communities at the center of the organization's work and will share a clear vision for the future of music education and achievement for under-represented students. The Chief of Staff provides comprehensive leadership and direction for the organization and works closely with the Board of Directors, Artistic Director, and staff to develop, implement, and oversee administrative operations so that our mission is fulfilled. As the administrative leader, the Chief of Staff implements our strategic plan and maintains the organization's financial stability and growth, leading efforts in fundraising, marketing, partner relationships, and community outreach.

OVERVIEW

- A full time position to provide leadership, working with the Founding Artistic Director to promote Boston City Singers' mission, goals, and culture.
- Ensure that staff is engaged through knowledge of the history of the organization and a commitment to diversity, equity, inclusion and belonging (DEIB).
- Oversee the administrative components of the organization to ensure its sustainability.
- Assess programmatic, administrative, and fiscal workflows to effectively identify and fill skills gaps.

SKILLS

- Positive, can-do attitude
- Self-starter/learner (independent)
- Donor relations/fundraising management
- Strong, open & honest communication skills

RESPONSIBILITIES

Fiscal Management

- Increase, strengthen, and diversify contributed revenue (contributions, grants, and individual donations) and earned revenue.
- Maintain relationships with existing supporters and cultivate new relationships.
- Research, develop, and write competitive grant proposals, letters of inquiry, grant progress reports, and other correspondence to prospective and renewing foundations and corporations in association with the Founding Artistic Director.
- Oversee event(s) and manage annual appeals.
- Steer and monitor the annual budget process with the Board and Founding Artistic Director.
- Prepare financial reports (Profit and Loss and Balance Sheet) for Board meetings.
- Oversee all financial aid requests and awards.

Operations

- Manage and supervise Boston City Singers staff and volunteers day-to-day and encourage staff's creative and professional development.
- Nurture and support a workplace environment that fosters employee engagement, a sense of belonging, and a high level of professional performance.
- Oversee comprehensive marketing, branding, and development strategies collaboratively with staff leadership that will promote consistency throughout the organization.
- Manage the Human Resources functions.
- Embrace other operational responsibilities including quarterly ASCAP filings and CORI checks.

Governance and Board Relations

- Ensure the efficient and timely development and distribution of agendas and reports.
- Provide board members with clear and concise financial and programmatic reporting to inform decisions that advance the mission and goals of Boston City Singers
- Attend board meetings, executive committee meetings, and other committee meetings as needed to facilitate the transparent flow of information.
- Assume primary responsibility for the preparation of the annual financial budget and operating plans, collaborating with the treasurer and the finance committee for full board approval and oversight.
- Provide support to best utilize the board's talents and partner with board members, committees, and advisory members to develop strategies that effectively mobilize and utilize stakeholders.

Benefits

- *Salary - \$75,000 - 95,000 annual salary commensurate with experience*
- *Generous paid vacations*
- *Individual Health Insurance*
- *Retirement Fund Contribution*
- *Earned Sick Time*
- *Bonuses may be awarded at the discretion of the Board of Directors*
- *Free tuition for immediate family members*

To Apply

*Please forward your cover letter and resume to Ms. Jane Money, Founding Artistic Director.
jmoney@bostoncitysingers.org. No phone calls, please.*

Boston City Singers is an equal opportunity employer and encourages candidates of all backgrounds to apply. Boston City Singers does not discriminate in its programs, facilities, employment, or educational opportunities on the basis of race, color, age, disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that demeans individuals' dignity or interferes with their ability to learn or work or any other characteristic protected by federal, state, or local law.