

Executive Director Peoria Area Civic Chorale

Mission

The Peoria Area Civic Chorale exists to develop, create, produce and perform a diverse repertoire of the highest quality presented in the most professional manner for the enjoyment, entertainment, aesthetic enrichment and education of its members, its audiences, and those who live in the communities it serves.

Organizational Overview

Since 1982, the Peoria Area Civic Chorale (PACC), recognized as one of the primary cultural arts organizations in Central Illinois, has served local communities by providing educational and performance opportunities for adults, college-age students, and school-age children. Of great pride to the organization is the acknowledgement that throughout its 38 year existence, the PACC has developed the reputation for being an ensemble of consequence, recognized with enthusiasm throughout the region and the State of Illinois for its dedication to music education and the highest standards of musical performance in the presentation of choral repertoire in all styles and genres. In addition, throughout its history, the PACC has consistently been a strong advocate for collaborative efforts with many other Central Illinois performance organizations including the Peoria Symphony Orchestra, the Central Illinois Jazz Orchestra, the Heartland Festival Orchestra, Opera Illinois, the Peoria Ballet, the Air National Guard Band of the Midwest, and most recently, WTVP-47.

Members of the Peoria Area Civic Chorale discover weekly opportunities to grow, develop, and excel as musicians along with opportunities to stretch their creative imaginations and musical skills resulting in artistic presentations of extraordinary beauty. Singing members are extremely dedicated to choral performance excellence, public performance, and community outreach. The Peoria Area Civic Chorale's two, primary concert series are held at the Caterpillar Performing Arts Center at Five Points Washington and include *An American Family Christmas* holiday concert in December and a themed concert in May. Additional outreach, community performances, by either the full ensemble or smaller ensembles representing the organization, are common during the August-May performance season.

For people living and working in Central Illinois, the Civic Chorale organization also provides family-friendly entertainment and a wide variety of educational opportunities for young singers including the Peoria Area Civic Chorale Youth Chorus (PACCYC) and the Peoria Area Civic Chorale Prep Chorus (PACCPC), that are active from August through May. The PACC also sponsors three, annual Festival Chorus events (singers grades 4-12 and featured at the December and May concert series at Five Points Washington), and an annual (October) Young Artist Competition for high school age students with performances featured at the annual An American Family Christmas concert series. The organization's unswerving commitment and dedication to serve the greater Peoria community through performance art and music education has always been exemplary.

Position Summary

The part-time Executive Director will be a dynamic and experienced professional with overall strategic, financial, and operational responsibility for PACC's programs and execution of its mission. Reporting to the board of directors, this individual will initially gain deep knowledge of core programs, operations, key stakeholders, and financial business model and then develop future plans for program growth and organizational expansion. The Executive Director will employ expert business acumen and supervise all aspects of development, marketing, communications, and financial planning. This individual will embrace creativity, innovation, and futuristic thinking.

Roles and Responsibilities

Leadership, Governance, and Management

- Oversee preparation of annual operating budget, ensuring that financial resources are allocated in keeping with PACC's mission.
- Serve as an ex-officio member of the board and develop strong relationships with board members, enlisting their support and engaging their professional and personal connections.
- With the Board Chair and Treasurer, develop and deliver the annual operating plan and budget while ensuring the ongoing financial success and stability of the organization.
- Initiate and maintain effective communication with and between board members, staff, volunteers, and singers, including customer service skills when handling patrons
- Ensure the necessary organizational structure, policies, compliance systems, and procedures are in place and regularly reviewed for effectiveness.
- Partner with the board in prospect identification, cultivation, recruitment, and orientation of new board members.

Revenue Expansion and Fundraising Leadership

- Expand revenue generating and fundraising activities to support existing operations as well as a capital campaign for the new endowment established in 2019.
- Proactively develop, implement, and track the performance of long- and short-term strategies for fundraising in partnership with the BOD.

- Create a relationship management and donor recognition protocol that deepens donor relationships, supports expanded fundraising activities, and provides greater linkage between donors and the organization.
- Build a strong culture of accountability through regular communication and proactive, accurate reporting of development goals to the BOD.
- Develop, apply and obtain grants from organizations to support the PACC

Manage All Day-to-Day Operations

- Maintain box office sales and donor records in CRM database.
- Solicit program advertisers for each concert program book.
- Attend the beginning of Tuesday night rehearsals to collect pending dues collection from all singers and facilitate ticket sales for singers
- Assist Youth Chorus director with office operations
- Provide comprehensive accounting support for all business functions; experience with QuickBooks desired
- This position will supervise 1-3 people throughout the year in their activities to support the PACC operations

Traits and Characteristics

- **Planning, Organizing, and Prioritizing** – The agility to collaboratively establish strategic goals while assessing risks, organizing activities, and operationalizing priorities.
- **Leadership and Teamwork** – The capacity to engage, lead, mentor, listen, and build relationships that advance collaborative networks and community participation.
- **Goal Orientation and Resiliency** – The ingenuity to assess options and establish strategic goals while evaluating challenges, planning activities, and organizing priorities.
- **Self-Starting** – The initiative to develop and test ideas, processes, and systems that raise public awareness and appreciation for the Festival and drive new revenue.

Qualifications

A bachelor's degree or equivalent experience (preferably in arts administration, nonprofit management, social action, or similar creative fields) is required. A minimum of three-five years of experience in a leadership role. Past experience serving on or working with a board of directors is needed, along with a proven record of cultivating productive relationships with board members, donors, and key community stakeholders. Demonstrated success in professional, effective, and tactful communications, with superb written, verbal, and nonverbal skills in both one-on-one and group environments, is expected. The ideal candidate will be an excellent listener and team player.

Compensation

Compensation commensurate with experience and based on level of expectations met through trial period.