

Job Description: GMYS Executive Director

Position: Executive Director

Organization: Green Mountain Youth Symphony (GMYS), Inc.

Location: ~90% remote, 10% in-person

Overview:

The Green Mountain Youth Symphony (GMYS), a nonprofit organization, seeks a part-time Executive Director (less than 50% employment) to provide strategic leadership and operational management. GMYS is committed to making high-quality music education available to all students in Central Vermont. The successful candidate will advance the organization's mission by overseeing financial operations, securing funding, managing communications, and fostering meaningful community partnerships. The position is highly flexible – performance will be evaluated on outcomes, with no mandatory time commitment.

Key Responsibilities:

1. Financial and Fundraising Management:

- Develop and manage GMYS's annual operating budget with accuracy and attention to detail.
- Monitor financial performance, preparing detailed reports comparing actuals to budgeted figures.
- Ensure timely preparation and filing of taxes in compliance with all regulatory requirements.
- Identify and pursue grant opportunities suitable for GMYS.
- Cultivate and maintain relationships with donors, sponsors, and funding organizations.
- Design and implement effective fundraising strategies to support GMYS programs and initiatives.

2. Communication and Program Coordination:

- Maintain clear and consistent communication with orchestra members and their families regarding rehearsal schedules, concert details, and organizational updates.
- Plan and oversee all GMYS programs, including summer camps, movie nights, and other events, ensuring alignment with the organization's mission.

3. Public Engagement and Partnerships:

- Develop relationships with Central Vermont nonprofits with aligned missions to establish mutually beneficial collaborations.
- Build and nurture partnerships with local organizations to elevate GMYS's profile and community impact.
- Act as the public face of GMYS, promoting its mission and programs within the community.

Qualifications:

- Strong financial management and accounting skills.
- Proven success in grant writing and fundraising.
- Excellent communication, leadership, and interpersonal skills.
- A deep commitment to youth music education and community development.
- Familiarity with nonprofit management and Vermont's cultural landscape is highly desirable.

Application Process: Qualified candidates are invited to submit a cover letter and resume to info@gmys-vt.org. Applications will be reviewed on a rolling basis until the position is filled.