

## **Executive Director**

### **Artist Series Concerts of Sarasota**

**Location:** Sarasota, Florida | **Position:** Full-Time

### **Lead One of Florida's Premier Performing Arts Organizations**

Artist Series Concerts of Sarasota (ASC) seeks an experienced, entrepreneurial nonprofit leader to guide one of Sarasota's classical music organizations into its next chapter.

For over 30 years, ASC has presented internationally acclaimed and emerging artists, enriching the cultural life of Florida's Gulf Coast. The organization invests in the future of music through scholarships and educational outreach, serving approximately 1,500 students annually.

The Executive Director will build on ASC's strong artistic reputation by strengthening fundraising, expanding community engagement, ensuring financial sustainability, and working closely with an engaged Board of Trustees and the Director of Artistic Planning.

### **Position Summary**

The Executive Director serves as the chief managing officer of ASC, providing strategic leadership, overseeing operations and finances, leading fundraising efforts, and serving as the organization's primary ambassador to donors, patrons, sponsors, community partners, and government agencies.

### **First-Year Priorities**

- Strengthen donor relationships and increase philanthropic support.
- Expand grants, sponsorships, and planned giving.
- Increase community visibility and audience growth.
- Support the Board's strategic priorities.
- Continue to foster a collaborative organizational culture.
- Ensure long-term financial sustainability.

### **Key Responsibilities**

#### **Fundraising & External Relations**

- Lead all fundraising initiatives, including major gifts, annual giving, grants, sponsorships, and planned giving.

- Cultivate and steward donors while partnering with the Board and Development Committee.
- Represent ASC throughout the community and build strategic partnerships.

### **Leadership & Administration**

- Implement the Board's strategic plan.
- Oversee daily operations, staff, and organizational policies.
- Support Board committees and ensure effective governance.

### **Financial Management**

- Develop and manage the annual budget.
- Ensure sound financial controls and compliance.
- Work with the Treasurer and Finance Committee to monitor organizational performance.

### **Artistic Partnership**

Working with the Director of Artistic Planning, promotes successful concert presentations, educational programming, artist relations, and an outstanding patron experience.

### **Preferred Qualifications**

The ideal candidate will have:

- Bachelor's degree (advanced degree preferred).
- Five or more years of senior nonprofit leadership experience.
- Demonstrated fundraising success, particularly with major gifts and grant writing.
- Experience managing budgets and organizational operations.
- Ability to work effectively and collaboratively with a small group of highly skilled staff members, contractors, consultants, board members, volunteers, and community leaders.
- Excellent communication, leadership, and relationship-building skills.
- Passion for the performing arts and education. (Musical experience is not required.)
- Experience with marketing and donor database systems
- Experienced and comfortable with public speaking

**Compensation**

Competitive salary and benefits commensurate with experience. Salary Range: \$80,000-\$90,000.

**Required Hours**

Office hours: 10 am – 4 pm, Monday-Friday; Concert attendance (Concerts and donor events take place on weekends and evenings)

**To Apply**

Please submit to: [Board@ArtistSeriesConcerts.org](mailto:Board@ArtistSeriesConcerts.org)

- Cover letter
- Resume
- Three professional references

Applications will be reviewed on a rolling basis until the position is filled.

**About Artist Series Concerts of Sarasota**

Artist Series Concerts of Sarasota is a nonprofit organization dedicated to presenting brilliant musicians, unexpected experiences, in intimate venues that foster connection between artist and audience. We nurture the next generation of artists through scholarships and educational outreach. ASC is an Equal Opportunity Employer and welcomes applicants who share our commitment to artistic excellence, education, and community engagement.