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CHICAGO HUMAN RHYTHM PROJECT

Job Title:

Managing Director

Status:

Full-time; salaried; exempt

Job Summary:

As a member of the three-person senior management team for the Chicago Human Rhythm Project, the role of the Managing Director is to manage board development, administrative/program personnel and operations. In addition, the MD collaborates with the Founding Director (FD) and Artistic Director on organizational planning, marketing and fundraising, with lead responsibility in some aspects of these areas and a strong supporting role in others. The MD also leads in program implementation. The Managing Director reports to the FD and is evaluated by the FD and Board Executive Committee. Must have transportation to travel to various program sites around Chicago. Must be able to remain in a stationary position 50% of the time. Must be able to move boxes and equipment weighing up to 40 pounds across the office and at events for various needs.

Areas of Responsibility:

Planning and Evaluation

- In partnership with the Founding Director and Artistic Director, develop organizational goals, objectives, strategies and implementation timelines
- In partnership with the FD and AD, develop organizational and program budgets
- Help develop program and organizational performance measures and assessment tools
- Participate in evaluation of CHRP's objectives, strategies and results

Board Development

- Inspire a climate for meaningful board participation by clearly communicating expectations; involving board members beyond information-based communication; and creating opportunities to enhance their impact on the organization
- Provide staff leadership and support for the board recruitment process, as well as board relations Prepare board meeting agendas and reports
- Organize and participate in board meetings
- Help develop and participate in managing a results-oriented committee structure

Fundraising

- In partnership with the board and FD, cultivate and maintain funding opportunities
- Manage and implement individual giving and smaller-scale special events
- Support the FD on grant submission and reporting
- Support sponsorship and larger-scale special events
- Administer funder and individual donor relations



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Financial Management

- Manage third party financial management/accounting team.

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Personnel

- Participate in identifying, cultivating administrative volunteers
- Select, train and supervise administrative staff and interns
- Liaise with management consultants as necessary
- Manage volunteer relations
- Ensure effective team relationship for all paid and volunteer administrative positions

Marketing, Communications and Community Relations

- Help ensure all external relations activities best promote the organization
- Provide leadership for execution of printed and electronic promotional materials (e.g., brochures); facilitate FD and AD in developing and selecting/approving content and images for all materials; manage other project participants' roles (e.g., graphic designer, public relations consultant)
- Develop timelines for the production of collateral materials
- Support public relations consultants' strategies and, as needed, manage implementation activities
- Manage all advertising and guerilla marketing efforts
- In partnership with FD and AD, participate in broader community relations activities and forge and strengthen ties with organizations whose mission and/or programs complement CHRP's work
- Evaluate the results of marketing, communications and community relations activities

Programs

- Manage and/or liaise with venues regarding all front-of-house responsibilities for concerts/classes
- Manage program staff and volunteers

Additional Administration

- Maintain all corporate records
- Manage office resources, database systems and functions
- Trouble-shoot technology issues; liaise with the organization's IT consultants
- Maintain and enhance administrative systems that help ensure efficiency and effectiveness

Overview of time off and insurance benefits:

Flexible benefit package including a combination of health insurance and retirement accounts. Annual paid time off: 12 vacation/personal days (accrued monthly); up to eight sick days; and seven holidays – New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following day and Christmas. Paid time off does not carry over from year to year except under special circumstances authorized by supervisor.

TO APPLY:

Please send a cover letter, resume and at least three references to: Info@chicagotap.org with "MD Application" in the subject line.