



## **JOB DESCRIPTION**

**Job Title:** Executive Director  
**Reports to:** Board of Directors  
**Supervises:** Chief Programs Officer, Director of Operations, Director of Finance, Development Director  
**Classification:** Exempt, full-time  
**Location:** In person (not remote), Portland, Oregon  
**Salary range:** \$95,000 to \$110,000

### **OVERVIEW**

BRAVO's Executive Director (ED) is the sole position that serves at the discretion of the board. All other staff positions report directly or indirectly to the ED. The ED is the primary administrative officer responsible for ensuring the safety of our students and staff, monitoring the quality and effectiveness of our programs, attending to the health of our fiscal systems, building and maintaining partnerships, developing and implementing strategies for appropriate growth and expansion, cultivating community awareness, and securing the resources necessary to achieve our mission in accordance with our values. Nearly all duties of the ED are supported by staff, board or volunteers as appropriate, and maintaining healthy working relationships among all these constituents is key.

The ED's job is to set a destination, plan a route, and make sure we all get there together. The ED must know what needs to be done, by when, whether that duty falls to a particular staff person or volunteer, and see it through to completion. You are called at times to be the face of the organization, often its head, and at times its heart. There is no substitute for stepping into this position knowing that achieving the mission of this organization requires your soul to be on fire and that our children and families deserve nothing less.

### **DUTIES AND RESPONSIBILITIES**

#### **Strategy and Evaluation**

- Develop a strategic plan, with staff and board, oversee implementation, and update it periodically.
- Shape annual/operational plans in alignment with the strategy, in collaboration with relevant staff.
- Work closely with the evaluation chair, our professional evaluation contractor, the

board committee and other staff leadership to develop, implement and expand evaluation programs to document both musical and non-musical outcomes for participating children.

- Participate in the publication and distribution of evaluation results to various stakeholders.
- Work with Chief Programs Officer to develop evaluation/growth models for teachers around pedagogy, including cultural competency, classroom management, curriculum building, progress evaluation – and for students around artistic, social, and emotional growth.

### **Organization, Infrastructure and Staffing**

- Model ethical and inclusive leadership, management, and communication practices.
- Direct the leadership team, facilitating communication, structuring collaboration, and evaluating performance.
- Oversee and support Chief Programs Officer in the implementation of the BRAVO program.
- Create and foster a resilient and respectful organizational culture of continuous learning.
- Lead and facilitate the staff and provide resources to actively advance racial justice.
- Develop annual staffing plan with program leadership; participate in recruitment, onboarding, and other hiring processes or delegate as appropriate.
- Assist the Chief Programs Officer in securing financial resources and contacts for professional development, human resources, and other staff support.
- Communicate with all staff regularly with updates on the organization, including new opportunities and appreciations.
- Secure sufficient program space for program operations and administrative functions, delegating to staff as appropriate.

### **Fundraising**

While the ED is ultimately responsible for securing resources needed for operations and maintaining a reserve fund, the ED will be supported by an experienced and proven Development Director (DD) who will lead development of a fundraising strategy and plans, manage fundraising functions of the board, staff and volunteers, and implement a range of fundraising activities.

- Collaborate in the development of fundraising plans, and oversee and provide guidance on implementation and reporting.
- Strategize with Development Director around a fundraising campaign focused on equity, utilizing asset language vs deficit language.

- Speak passionately about BRAVO to prospective donors.
- Build networks of support for BRAVO within Portland.

### **Finance and Accounting**

- Ensure proper accounting methods are followed through oversight of the Director of Finance, and through our ongoing relationship with our accounting firm in order to successfully pass a yearly audit and file our federal 990 form with the IRS.
- Maintain fiscal health of the organization in collaboration with the Director of Finance, Treasurer and Finance Committee through building budgets, generating and reviewing monthly profit and loss statements, balance sheets, and other fiscal reports.

### **Marketing, Outreach and Partnerships**

- Work with Development Director and Marketing Committee to develop an annual marketing plan and budget.
- Build structured programming for family engagement; develop an inclusive family engagement model: programming, a method of evaluation for BRAVO's inclusiveness, and a parents' advocacy group, like a PTA.
- Establish and maintain relationships with educational, social impact, government, arts, and other organizations to raise visibility for BRAVO and lay the groundwork for partnership.
- Participate in national (El Sistema USA), regional (League of American Orchestras Northwest Chapter) and local (Music Education Round Table) forums with peer organizations.
- Represent BRAVO at local, regional, and national events, or delegate this representative role to other staff or board members as appropriate.
- Nurture relationships with the schools and their staff, and foster a collaborative communal presence.
- Seek and develop enduring relationships with community-based organizations and institutions in North Portland.

### **Board of Directors**

- Serve as primary staff liaison to the board of directors. Attend regular meetings with the board president, the executive officers, and the chairs of various committees including Fundraising, Finance, Evaluation, Marketing, Equity, High School and Beyond, and other committees that shall be formed.
- Collaborate with board members to cultivate relationships with individuals, businesses and potential partner organizations.
- Present 8 monthly written board reports and 1 annual written board report per fiscal year.

## **QUALIFICATIONS**

- 8 years of relevant leadership and management experience.
- Experience formulating strategies, plans, and priorities, and accomplishing these.
- Demonstrated skills in leading, mentoring and supporting staff, and building effective teams.
- Excellent interpersonal and relationship-building skills.
- Excellent communicator, who is an effective public speaker and writes well.
- Proven fundraising skills.
- A solid grasp of financial planning, management and oversight.
- Nonprofit experience, including working with an engaged board of directors.
- Experience (preferred) working in or with public schools.
- Spanish speaking a plus.

## **WORKING CONDITIONS**

- Ability and willingness to work a flexible schedule, including occasional evenings, early mornings and weekends.
- Must have reliable transportation and the ability to travel efficiently throughout North Portland and the Portland Metro Area.

**Board approved:** October 26, 2023