



## EXECUTIVE DIRECTOR- Job Description

The Bahama Village Music Program (BVMP) enters its 21<sup>st</sup> year with a stellar community reputation. The Executive Director acts as the professional communicator and community ambassador. These interactions and the results determine the continued success of the program. The position requires the ability to both coordinate all general activities and specifically direct overall budgeting, resource management, and community outreach.

The BVMP Executive Director responsibilities and activities are broad and considerable and affect both the long term and daily program activities. The viability of the program relies on the participation and interaction of the Executive Director with the student teachers, professional instructors, the Board of Directors, and the community that the program serves.

As a non-profit organization fundraising and grant writing includes the maintenance and continuance of existing grants and the base of supporters. The Executive Director is also responsible for forward thinking and research of potential new grants and fundraising opportunities.

The current environment requires more reliance on the BVMP website, and social media, for marketing, events, and fundraising. The Executive Director will be responsible for the development, implementation, and continual revision of a strategic plan for the program.

Bahama Village Music Program enjoys a very favorable reputation in the community. All aspects of this reputation are the responsibility of the Executive Director. Press releases, interviews, public speaking will be a required activity.

- Direct the overall development of BVMP and coordinate plans with Assistant Directors, Student Teachers and Professional Instructors
- Grant research, writing and reporting. Donor outreach and procurement
- Develop Budget with Treasurer and identify resource requirements
- Maintain community relations, coordinate social media and web presence
- Present plans and budgets to Board for approval, report at monthly board meetings
- Assist and help organize and promote fundraisers and special events
- The position is full-time with compensation \$40-60k range based on qualifications and experience

Interested applicants should email a resume to [katchen@bvmpkw.org](mailto:katchen@bvmpkw.org)