



The mission of the [Louisville Youth Orchestra](#) (“LYO”) is to fuel the passion and growth of young musicians through extraordinary musical experiences. Founded in 1958, the LYO offers an engaging and enriching instrumental ensemble experience to nurture a lifelong love of music. LYO currently serves over 250 students throughout the Kentucky and Southern Indiana region through eight ensembles of varying abilities.

Non-Profit Executive Director

The Louisville Youth Orchestra is seeking a talented and passionate growth-oriented Executive Director. The successful candidate will be responsible for managing all administrative affairs, including but not limited to planning and directing the LYO’s administration, operations, financial management, fundraising, staffing, marketing and public relations, community outreach and general supervisory responsibilities. In conjunction with appropriate staff and Board members, the Executive Director implements and monitors the annual budget, and is actively involved in such other initiatives as may be assigned by the Board of Directors of the Louisville Youth Orchestra.

Executive Director Job Responsibilities:

- Plans, organizes and directs the organization’s operations and programs.
- Develops and oversees operational plans to achieve strategic initiatives.
- Oversees and reports on the organization’s results for the board of directors.
- Cultivates partners across the community for purposes of recruitment, programming, support, etc.
- Oversees and directs the organization’s fund development plan and activities, including maintaining relationships with key donors and foundation partners.
- Develops and implements consistent accounting policies, procedures, and operational reporting/metrics.
- Communicates internally and externally to assure key audiences and staff are kept well informed of organizational plans.
- Prepares accurate and timely analyses that capture and communicate fundraising and earned income results, variances, and performance trends.
- Provides leadership to and manages the efforts of administrative staff to ensure appropriate support of all departments.
- Collaborates effectively with Music Director.
- Coordinates and leads annual budget development, quarterly reviews, and forecast updates.

- Recruits and retains a team of diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development.
- Develops robust services and funding relationships to meet or exceed strategic goals and objectives.

Executive Director Desired Qualifications / Skills:

- Leadership and management skills
- Ability to build and maintain community relationships and partnerships
- Grant writing and fundraising
- Ability to develop and execute on an operational plan
- Ability to take initiative and work independently
- Creative problem-solving skills
- Enthusiastic
- Flexible
- Organized
- Collaborative

Preferred Education and Experience:

- Bachelor's degree in business, arts administration or management
- 5 or more years of non-profit management experience or equivalent experience
- 3 or more years of experience raising funds for a non-profit

The Executive Director is a full-time role with a flexible schedule. During the season, regular work will be required on Sunday afternoons to accommodate rehearsals and concerts. Benefits include Health Reimbursement Arrangement, SIMPLE IRA, PTO, expense reimbursement, etc.

If you or someone you know meets these qualifications, please contact Michael Duke at 20/twenty Strategic Consultants. Email: michael@2020strategic.com Phone: 844-773-2784 x700.