

**Winter Guard Association of Southern California
American Drumline Association**

EXECUTIVE DIRECTOR JOB DESCRIPTION

Summary of Position

WGASC/ADLA is now accepting applications for the position of Executive Director, which is responsible for the management and oversight of the day-to-day operations of the organization. The Executive Director reports to the President and Executive Committee and will work closely with and supervise the work of the Administrative Team throughout the year focusing on fulfilling operational goals that support the mission and philosophy of a rapidly growing non-profit organization.

Qualifications and Education Requirements

Qualified candidates will possess:

- Bachelor's degree (or equivalent experience) in business administration or related field with at least five or more years of nonprofit management and leadership
- Track record of effectively leading, with the ability to appoint to specific examples of having developed and executed strategies that have taken an organization to the next stage of successful growth and development
- Knowledge of administrative and management principles necessary for directing a non-profit performing arts youth organization
- Knowledge of budgeting principles, personnel procedures, program development, strategic planning, and program evaluation
- Knowledge of supervisory techniques and staff development
- Experience and knowledge of successful fundraising and development
- Ability to communicate effectively with diverse audiences and groups

Required professional skills:

- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey a vision of WGASC/ADLA's strategic direction to staff, students, board, volunteers, donors, and other constituents
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Solid, hands-on budget management skills including preparation, analysis, decision-making, and reporting
- Knowledge of fundraising strategies and donor relations unique to WGASC/ADLA's nonprofit sector
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic goals and objectives
- Past success (desirable but not required) working closely with an Executive Committee (or Board of Directors) with the ability to cultivate and strengthen relationships
- Ability to work effectively in collaboration with diverse groups of people
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Roles & Responsibilities

OPERATIONS MANAGEMENT

- Responsible for leading WGASC/ADLA in a manner that supports and guides the organization's mission as defined and in concert with the Executive Committee and Board of Directors
- In cooperation with and following approval by the Executive Committee, develops, implements, and manages WGASC/ADLA's annual and ongoing business, programming, and educational goals
- Recommends timelines and resources needed to achieve strategic goals
- Ensures ongoing programmatic excellence, rigorous program and event evaluation, and consistent quality of administration and communication of circuit business
- Attends all meetings of the Executive Committee and other various committees and actively participates in committee discussions
- Work closely with members of the Executive Committee to develop and prepare agendas and reports for meetings of the general membership
- Oversees development and execution of strategic plans in consultation with the Executive Committee to advance the overall strategic goals and objectives of the organization

FINANCIAL ADMINISTRATION

- Ensures ongoing consistent quality of finance, and fundraising systems
- Responsible for the fiscal integrity of WGASC/ADLA, to include development and submission of annual proposed plan and budget to the Executive Committee and implementation of same as approved
- Responsible for fiscal management strategy that generally anticipates operating within the approved budget and ensures maximum resource utilization and maintenance of the organization in a positive financial position
- Responsible for fundraising and developing other resources as necessary to support WGASC/ADLA's mission

HUMAN RESOURCE MANAGEMENT

- As necessary, supervise all WGASC/ADLA staff, office management, and administrative employees
- Develops and implements job descriptions for all office management, administrative employees, and volunteer leaders
- Regularly monitors employee performance, develops and maintains an effective system of personnel development and evaluation, conducts annual reviews, and makes salary/fee adjustments within boundaries of the Executive Committee approved budget
- Oversees all stages of the employment process including recruitment, hiring, coaching, development, and termination (when necessary) of organization employees

COMMUNICATIONS MANAGEMENT

- Works with Board and staff to ensure that the mission is fulfilled through established tactical programs and community outreach
- Establishes and maintains community contacts and relationships with various organizations throughout the nonprofit and for-profit sectors and utilizes those relationships to strategically enhance WGASC/ADLA's mission; maintains political awareness and connections within the context in which WGASC/ADLA conducts business
- Works in conjunction with Administrative Staff and Executive Committee members to maintain official records and documents, ensuring compliance with federal, state, and local regulations
- Maintains high quality of WGASC/ADLA's image to all who are engaged with the organization internally and externally

Work Schedule, Location, and General Information

Typical work hours for this position will be during normal business hours, Monday through Friday. Frequent attendance (as deemed necessary) at events on Saturday and Sunday may be required during the competitive season (January through April). WGASC/ADLA operates in Southern California, however there is no physical location or office. The Executive Director and other Administrative Staff will work remotely.

Salary for this position is commensurate with experience and is based upon a 12-month variable seasonal schedule corresponding to peak and minimal periods throughout the year. The Executive Director reports to, and is held accountable by, the WGASC/ADLA Executive Committee. The Executive Director is directly supervised by the Executive Committee President and will receive annual evaluations.

How to Apply

Interested candidates should submit a cover letter, current resume, and list of three references to Melissa Samson (Executive Committee President) by email at msamson@wgasc.org. Questions about the position may also be directed to Melissa Samson at the same e-mail address.

All applications must be submitted no later than May 7th, 2021.