



POSITION SPECIFICATION

POSITION Executive Director

ORGANIZATION Midori & Friends
(<http://www.midoriandfriends.org/>)

LOCATION New York, New York

REPORTING RELATIONSHIP The Executive Director will report to the Board of Directors.
(<http://midoriandfriends.org/boardstaff.html>)

He/she will manage a team of approximately 5 to 7 and oversee a dedicated group of artists, performers and teachers.

ABOUT THE ORGANIZATION:

Founded in 1992 by the world-renowned violinist, Midori, and a committed Board of Directors, Midori & Friends has enhanced the lives of almost 200,000 New York City children and their families by providing high-quality music education programs and initiatives. Midori & Friends' programs offer children the opportunity to experience, learn and play instruments; discover multi-cultural music traditions; sing and express themselves creatively.

Midori & Friends serves over 15,000 students annually in approximately 35 public schools and community agency sites within New York City's most underserved communities. Focusing on children with little or no access to the arts, Midori & Friends' programs are offered at no cost to students and are available to all children regardless of their musical ability, education, or economic background. While Midori & Friends' music programs integrate music into students' school and community lives, they also encourage children to become engaged in school, realize a sense of accomplishment, and attain self-confidence.

ABOUT THE OPPORTUNITY:

The new Executive Director will serve as the leader, manager, fundraiser and public face of Midori & Friends. He/she will drive all of the management, public and private fundraising, and operational functions of this approximately \$1.5 million organization.

This is a one-of-a-kind opportunity to advance music education and take this organization to its next level in impact and influence, by leveraging resources, driving funding, and enhancing programs created from almost 20 years of work in the youth and music education field.

Specific responsibilities include:

Leadership and Management

- Further shape and drive a current strategic planning process, in partnership with the Board of Directors;
- Manage and direct the organization's day-to-day activities, fundraising, operations and services;
- Promote a collaborative, high performing organizational culture that fosters passion for the mission, program excellence, teamwork, and a shared purpose; and
- Provide fiscally sound management and fiduciary oversight of the organization.

Board Relations and Engagement

- Work with and build the Board of Directors to maintain a strong, diverse and motivated Board; and
- Engage and collaborate with the Board in all organizational planning, financial/resource development, and governance responsibilities.

Fundraising and External Relations

- Direct private fundraising initiatives, particularly cultivating, soliciting and stewarding major gifts;
- Lead and manage government and public funding opportunities; and
- Ensure strong and effective relationships with the New York City Board of Education, governmental agencies, and other external partners.

Program Management

- Oversee the design and implementation of creative, high-impact, enriching programming;
- Ensure high-quality service delivery, with a superior level of integrity and ethical standards in youth program execution; and
- Continue to refine and implement metrics to measure and ensure program effectiveness.

QUALIFICATIONS AND EXPERIENCE:

The successful candidate will be a dynamic, inspiring and a highly accomplished leader with a deep commitment to youth, education and music.

The new Executive Director will be strategic and thoughtful, with a business orientation. He/she will be a resourceful, creative and flexible manager able to engage, motivate and collaborate effectively with a talented staff, Board and a diverse set of partners. He/she will thrive in a demanding environment, working with and strengthening relationships in the private and public sector.

The ideal candidate is well-versed in the music community and passionate about the critical role music education plays in enriching the lives of children in New York City public schools.

As a professional, you have:

- Significant senior leadership and management experience, which may have been gained from one or a combination of the youth/community arena; education; music and cultural arts; the general nonprofit and/or corporate sectors;
- A proven ability to manage, influence and inspire a wide variety of stakeholders, both internally and externally;
- Excellent communication skills; articulate and persuasive with the ability to serve as spokesperson;
- Well-honed people management skills;
- Strong program management and operational experience and fiscal understanding;
- A track record of, and enthusiasm for, fundraising, government relations a plus; and
- Familiarity with the New York City philanthropic community.

As a person, you are:

- *A Leader:* dynamic with the executive presence and the highest ethical standards;
- *An Advocate:* connected to and passionate about today's youth, music and education;
- *A Diplomat:* culturally sensitive with an ability to develop relationships and engage, inspire and work with diverse stakeholders and communities; and
- *A Visionary:* strategic and creative with the ability to further build innovative and high-performing music programs to enable Midori & Friends to be at the forefront of music education.

EDUCATION:

Bachelor's degree is required, advanced degree a plus.

COMPENSATION:

A competitive compensation package will be offered.

For more detailed information about the organization, please go to:

www.midoriandfriends.org

Midori & Friends is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

CONTACT:

Midori & Friends seeks nominations and applications for the Executive Director position. Please email cover letter and resume in confidence to:

Josie Sandler, josie@sandlerassociates.org

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