**Minnesota Guitar Society (MGS) Managing Director Job Description**

The Managing Director is a part-time position, and is the only paid employee of the Minnesota Guitar Society. The Managing Director works with the MGS Artistic Director, and meets with the President of the board of directors as needed, including an annual performance review.

**General responsibilities:**

* Act as day-to-day leader of the “”MGS Team.” The team consists of the members of the Board of Directors plus other volunteers, vendors, and contracted teaching artists.
* Coordinate committee and individual tasks.
* Connect the day-to-day activities of the MGS Team to the MGS mission statement.
* Ensure that the connection of activities to mission moves the MGS toward a position of relevance in the changing communities of Minnesota.
* Communicate with all stakeholders (e.g., funders, donors, MGS members).
* Keep open lines of communication to the board as a whole and to each individual board member.
* Set specific yearly goals for program outcomes, fundraising, and membership.
* Attend quarterly meetings of Board of Directors as a non-voting member; report on current activities and issues.
* Ensure website and social media presence are maintained and up-to-date.
* Ensure newsletter and emailings for specific events are done in a timely manner.
* Raise money. Write grants.
* Work with the Treasurer to ensure planned expenses match secured/projected income.

**Concert responsibilities** (find and assign volunteers to these tasks when possible)**:**

* Formatting and printing of the concert program.
* Transportation of the artist.
* Publicity.
* Staff the lobby at the concert (ushers, box office).
* Provide necessary signage; content for the MGS information table; refreshments for intermission.

**Guitar In Our Schools responsibilities:**

* Hire and retain teaching artists.
* Identify and contact potential new partners (schools, other organizations).
* Provide direction and strategic planning. In particular, develop an ongoing relationship between our annual Youth Guitarathon (and the teachers and students who participate in that) and our GIOS program.
* Manage the team of GIOS teaching artists throughout each year. Conduct team meetings on a regular basis. Coordinate use of curriculum and other materials.
* Meet with individual team members as needed to evaluate and discuss opportunities to improve the program.
* Communicate with internal and external parties (teacher manual, website content, etc.).
* Provide annual goals and data/results to the Development Committee for use in fundraising.
* Build relationships with local music teachers (in private studios, at music schools, and in the public schools) and national partners (e.g., Directors of Education of guitar programs in other cities).
* Maintain relationships with on-site teachers at partnering schools, including at least one annual meeting to discuss and evaluate the program at each school.

**Qualifications/Experience (required except as noted):**

* Cultural sensitivity and awareness.
* Excellent organizational skills with strong attention to detail.
* Successful fundraising for a nonprofit organization.
* Use of Microsoft Office products, especially Word and Excel.
* Familiarity with financial management processes, program and organizational budgets.
* Volunteer recruitment, retention, and management.
* Hiring and managing paid staff (independent contractors) and working with outside vendors.
* Event management.
* Degree, certificate, or training in nonprofit management (preferred).
* Use of donor management software (preferred).
* Background in music and experience in coordinating/managing a music education program, teaching music (guitar) in the classroom, and/or developing music (guitar) curriculum (preferred).