

EXECUTIVE DIRECTOR

The Cypress Performing Arts Association seeks a dedicated Executive Director with a well-established track record in leading and scaling an organization or business, developing and executing financial growth strategies, and building partnerships to lead the continued development and growth of our organization. The Executive Director will have a deep appreciation for chamber music. This is a high-profile opportunity for a dynamic professional with demonstrated abilities to expand an organization's funding base, significantly scale up operations, manage senior-level staff, and externally communicate the Cypress Performing Arts Association mission and values.

The Cypress Performing Arts Association is the parent organization of the Cypress String Quartet (CSQ), its resident ensemble. CSQ will consider candidates with a range of career profiles whose core values and leadership abilities match the demands of the Executive Director role. The Executive Director will report to, and work closely with, the Board of Directors to implement the organization's fundraising and programming goals.

ABOUT THE ORGANIZATION

The CSQ is dedicated to achieving the highest level of performance by exploring the classic string quartet repertoire, championing works by living American composers, and uncovering unjustly overlooked works from the 20th century. Through innovative programming and superbly conceived and executed educational outreach programs, we communicate the concept of music as a vital and ongoing process of inspiration.

Founded in 1996, the San Francisco-based Cypress String Quartet is fast becoming a world-renowned interpreter of chamber music masterworks of the past and a powerful voice for the future of the art form. In addition to completing a recording of the late quartets of Beethoven during its fifteenth anniversary season, the Cypress String Quartet released the "American Album" in November. Gramophone praised CSQ performances as "artistry of uncommon insight and cohesion."

The CSQ continues to maintain a busy national and international touring schedule, making appearances on concert series, radio stations and in venues including Cal Performances, Kennedy Center, Library of Congress, Stanford Lively Arts, Krannert Center, and Ravinia Festival. Their collaborators include artists such as Leon Fleisher, Jon Nakamatsu, Awadagin Pratt, Gary Hoffman, Atar Arad, James Dunham, and Zuill Bailey. The ensemble is a vibrant member of the San Francisco arts community and dedicates itself to reflecting and enriching the city's cultural landscape through collaborations with the deYoung Museum and San Francisco Girls Chorus.

Through its signature Call & Response program, the String Quartet commissions and premieres new string quartets from both emerging and celebrated composers, asking them to write in response to established chamber repertoire. Call & Response creates a dynamic dialogue between the past and present, between performers and composers, and among audiences of all ages. The Cypress String Quartet's annual Call & Response concert at Herbst Theatre has earned a strong West Coast following; this major concert is preceded by performances throughout the Bay Area in schools, community centers, and unorthodox spaces. In addition, the CSQ frequently tours Call & Response repertoire, bringing these new works to cities across the country.

To date, the Cypress String Quartet has commissioned and premiered over 30 pieces, four of which were chosen for Chamber Music America's list of "101 Great American Ensemble Works." Commissioned composers include Daniel Asia, Daniel Coleman, Jennifer Higdon, Benjamin Lees, Kevin Puts, Elena Ruehr, and George Tsontakis.

www.cypressquartet.com

DUTIES AND RESPONSIBILITIES

The Executive Director's primary responsibilities will be fundraising, revenue generation, financial oversight, and day-to-day management of the organization and will include the following:

- Working effectively with the Cypress String Quartet members.
- Working effectively with the Board of Directors and executive committee.
- Provide leadership and supervision of staff members, volunteers, and interns.
- Organize events ranging from public concerts to private donor-cultivation events.
- Implement and continuously assess the organization's long-range strategy.
- Produce and distribute annual report and quarterly newsletters.
- Find opportunities for growth during an exceptionally challenging time for non-profit funding.
- Develop and execute a diversified fundraising action plan to significantly increase revenue from various sources, including major donors, foundations, corporations, membership, and constituency, with the support of the Board of Directors.

- Represent and promote the organization externally to appropriate stakeholders for fundraising and partnership opportunities and enhance the CSQ community through a variety of engagement activities, including in-person meetings and networking occasions.
- Lead the growth of the organization by assisting in the recruitment of additional board members.
- Collaborate with the Board of Directors to forecast and implement a 3-year rolling budget and ensure resources are sufficient to carry out current programs as well as future goals based on the strategic plan.
- Oversee the financial strength of the organization, including developing long- and short-range financial priorities accurately to support the needs of the program and staff, monitoring the budget, and ensuring sound financial controls are in place.
- Cultivate and sustain a productive and mutually supportive relationship with the Board of Directors by providing them with information and other resources, promptly informing them of material issues and opportunities that may affect the organization, recommending appropriate courses of action for discussion, and leading the strategic planning process.
- Ensure that organizational strategy, objectives, and priorities are clearly communicated to staff so that staff focus is continually aligned with CSQ objectives.
- Ensure that marketing and communication initiatives support CSQ's engagement model.
- Drive and enhance social media and creative content strategy to increase activation and numbers.
- Be responsible for all accounting and finance duties.
- Facilitate all reporting activities and record keeping.
- Manage donor acknowledgements.

QUALIFICATIONS

- A passion for chamber music.
- Experience and/or interest in classical music and/or arts education.
- A successful track record of identifying, cultivating, and soliciting individual donors, corporate sponsors, and institutional grant makers.

- 2-5 years' experience in development and arts administration. Both visionary and detail-oriented.
- Ability to work independently, using independent judgment and initiative, and as part of a team.
- Self-motivated.
- Articulate.
- Excellent organizational skills.
- Excellent writing, proofreading and editing skills.
- Excellent interpersonal skills with the ability to attract funders and followers by communicating a compelling and inspired sense of purpose.
- Superior external communications skills, including advanced public speaking and media management experience, as well as enthusiasm for speaking in public.
- Proven management skills with experience to plan, organize, and execute a program of work, analyze and solve complex issues, obtain significant funding support, and work closely with a board of directors.
- Record of sound financial management in developing and executing an annual budget of \$1 million.
- Demonstrated and verifiable proficiency with MSOffice with particular emphasis in MSWord and Excel, including knowledge of advanced features such as sorts and merges.
- Experience with donor/constituent relationship management database tools preferred.
- Willingness to travel.
- Bachelor's degree required, advanced degree a plus.

Salary is commensurate with experience. To apply for this position please email a resume with a cover letter describing your qualifications to hr@cypressquartet.com. Please include your resume in the body of your e-mail and use posting title as subject. This is at a non-profit organization. Principals only. Recruiters, please don't contact this job poster. No phone calls will be accepted about this position. Reposting with permission only.