



Executive Director

Position Summary:

The Executive Director (ED) is responsible for the administrative and development functions of the Philadelphia Gay Men's Chorus and bears this responsibility with the Board of Directors. The ED works in close partnership with the Artistic Director (AD), supervises a part-time Engagement Manager, and carries out necessary management policies and general business operations of the organization, performs special assignments, and is empowered to exercise discretion and independent judgment in performing essential business for PGMC within the purview of the ED's role and responsibilities. The ED will develop harmonious working relationships within the organization (staff, membership, and Board of Directors) and represent the organization to the wider community, clients, donors, patrons, and business partners. The ED will also maintain productive working relationships with GALA and other community choruses and organizations.

Duties and Responsibilities:

- Lead development efforts in fundraising and development, including event fundraising, donor cultivation and appreciation, grant writing, and donor database management
- Execution of Strategic Plan
- Creating and implementation of PGMC's annual budget in collaboration with AD and committee chairs
- Supervise a part-time Engagement Manager
- Creation and maintenance of standard operating procedures and policies in collaboration with the Membership Chair to recommend best practices to the Board of Directors
- Oversee the administration of PGMC technology and software
- In collaboration with the AD and Engagement Manager, act as the public face of PGMC
 - Inter-organizational communication
 - Attend area networking events
 - Serve as a community collaborator and connector
- Oversight of day-to-day operations
- Attend and participate in Board of Directors and committee meetings
- Facilitate staff meetings
- Vendor contract negotiations, in collaboration with the AD
- Venue selection, in collaboration with the AD
- Maintain sole responsibility of employment decisions of administrative staff in consultation with the AD and Board of Directors
- Attend main stage PGMC concerts, events, and rehearsals
- Participate in professional development activities
- Perform other duties as necessary/assigned

Philadelphia Gay Men's Chorus

P.O. Box 30185 Philadelphia, PA 19103 | 215.731.9230 | info@pgmc.org | www.pgmc.org



Education and Experience requirements:

- Bachelor's degree or equivalent, proven experience in administration, revenue development, and personnel management, preferably in the non-profit arts industry
- Commitment to the mission of the Philadelphia Gay Men's Chorus
- Interest and passion in working with the LGBTQ+ community
- Excellent verbal and written communication skills
- Ability to present a professional and positive image to a wide variety of individuals and organizations
- Proven experience in generating diversified revenue sources including government and foundation grants, corporate sponsorship, and individual giving
- Experience supervising and evaluating staff members
- Experience cultivating and managing individual donors and corporate sponsors
- Strong organizational and communication skills with the ability to manage and prioritize multiple projects and tasks
- Flexibility in working with a diverse group of volunteers and personalities

Position Details:

- The Executive Director role is a full time, salaried position with flexible hours including evenings and weekends
- Salary: \$55,000-\$65,000 annually with a health insurance allowance up to \$500 per month
- Benefits include: 22 days PTO per year, 12 paid holidays

Application details

- Position is open until filled
- Please email a cover letter and resume to Steve Dexter, President for PGMC at sdexter@pgmc.org

Equal Opportunity Employer

The Philadelphia Gay Men's Chorus provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion or belief, national, social or ethnic origin, age, physical disability, HIV status, sexual orientation, gender identity or expression, marital, civil union or domestic partnership status, or any other status protected by Federal, Pennsylvania, or Philadelphia laws governing non-discrimination in employment. PGMC is committed to a diverse workplace and strongly encourages people of color, people with disabilities, women, and LGBTQ+ candidates to apply.

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