



*Our Mission: To bring multi-genre world class music performed by outstanding musicians to the Central Oregon Coast; reaching across race, culture, age, social and economic barriers, to uplift and educate all people seeking extraordinary musical experiences.*

### **EXECUTIVE DIRECTOR REQUIREMENTS AND JOB DESCRIPTION**

The Executive Director is the Chief Administrative Officer of the Siletz Bay Music Festival and is responsible to the Board of Directors for the organization's overall operation and management. The Executive Director represents the Siletz Bay Music Festival in the community and is responsible for carrying out its mission.

### **REQUIREMENTS**

- Commitment to the Siletz Bay Music Festival mission, principles and guidelines.
- Prefer a Bachelor's Degree in a related field, or equivalent experience managing a non-profit organization or similar for-profit organization.
- Ability to work effectively in collaboration with diverse groups of people and to be self-directed.
- Proof of success writing and securing grants and developing relationships with granting agencies.
- Proof of successful marketing campaigns to both local and outer markets.
- Proven track record in identifying and cultivating donors, and the ability to generate revenue from local agencies, individual donors, and private foundations.
- Strong fiscal skills and business acumen with experience managing and controlling operating expenses and program budgets.
- Experience working with Boards of Directors, staff and volunteers.
- Excellent communication (oral and written) and public speaking skills.
- Capacity to serve as a persuasive spokesperson to raise excitement and awareness of the Festival and its mission including the ability to engage a wide-range of stakeholders and interest groups particularly within the local community.
- Basic computer literacy including but not limited to Microsoft office, donor tracking, spreadsheets, and word processing.

[SEE OUR JOB LISTING ON MACSLIST.COM](http://MACSLIST.COM)