



# Position Available

Position Title: **Executive Director**

Organization: **Columbus Gay Men's Chorus (CGMC)**

Location: **Columbus, Ohio (Hybrid)**

Status: **Full-time, Exempt**

Reports to: **Board of Directors**

Salary: **\$70,000 – \$75,000**

(includes optional Qualified Small Employer Health Reimbursement Arrangement)

Benefits: **PTO, Internet Stipend, 401K**

Application Deadline: **Friday, June 6, 2025**

Start Date: **August 4, 2025**

## About the Organization

The [Columbus Gay Men's Chorus](#) (CGMC) is a community of voices united in our vision of "Inviting All with Voices Raised, Lives Changed." Founded in 1990, CGMC inspires and empowers diverse communities through the transformative power of music. We are committed to artistic excellence, inclusion, and creating safe, affirming spaces where LGBTQIA+ individuals and allies can find belonging, expression, and joy. CGMC includes a large chorus and several small ensembles, producing an annual season of performances and community outreach events.

## Position Summary

The Executive Director (ED) is the chief executive of CGMC and is responsible for providing visionary leadership, strategic direction, and operational oversight to advance the organization's mission. The ED reports directly to the President of the Board of Directors for daily operations, as well as the full Board of Directors for higher level supervision, and collaborates closely with the Artistic Director (AD; also a direct report to the President) to align administrative, financial, and artistic functions. The ED serves as the primary fundraiser, ambassador, and steward of CGMC's community partnerships and public image. CGMC has a small staff and a mighty volunteer base, but many tasks beyond the scope of this list may arise and are the responsibility of the Executive Director.

## Key Responsibilities

### Strategic and Organizational Leadership

- Collaborate with the Board to implement CGMC's strategic plan and ensure alignment with the organization's mission and vision.
- Provide strong leadership in organizational planning, evaluation, and execution.
- Support the Board of Directors in governance best practices and committee effectiveness.

### People Leadership and Talent Management

- Supervise and develop non-artistic administrative and contract staff.
- Identify and develop volunteer talent.



## **Fundraising and Development**

- Lead all fundraising efforts, including donor cultivation, grant writing, sponsorships, and annual campaigns.
- Develop and maintain relationships with individual donors, corporate partners, foundations, and government agencies.
- Ensure timely reporting and stewardship for all gifts and grants.

## **Finance and Operations**

- Oversee financial planning, budgeting, and reporting in partnership with the Treasurer, Finance Committee, and bookkeepers.
- Manage day-to-day operations including HR, facilities, contracts, and compliance.
- Ensure the responsible use of organizational resources and long-term financial sustainability.

## **Marketing and Communications**

- Serve as a spokesperson for CGMC (alongside the Artistic Director), representing the organization publicly with professionalism and enthusiasm.
- Oversee marketing, branding, and communications strategies to increase visibility and audience engagement.
- Strengthen CGMC's reputation through consistent and inclusive messaging.

## **Program and Community Engagement**

- Partner with the Artistic Director to ensure successful execution of performances, tours, and outreach programs.
- Cultivate a culture of inclusion, respect, and belonging within the chorus and among its extended communities.
- Foster partnerships with LGBTQIA+ organizations, cultural institutions, and civic groups to expand CGMC's impact.

## **Qualifications**

- Passion for the mission and values of CGMC and the LGBTQIA+ community.
- 5-7 years progressive leadership experience in nonprofit management, fundraising, performing arts administration, or a related field.
- Exceptional communication, interpersonal, and relationship-building skills.
- Demonstrated experience in strategic planning, financial oversight, and team management.
- Familiarity with or willingness to learn about choral or performing arts organizations.
- High level of emotional intelligence, adaptability, and cultural humility.
- Ability to maintain a flexible schedule, including evening and weekend work.

## **Application Instructions**

**To apply, please submit the following materials to [vicepresident@cgmc.com](mailto:vicepresident@cgmc.com):**

- Cover letter detailing your interest and qualifications
- Resume
- Three professional references

**Note:** CGMC supports equal opportunity. We do not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of our activities or operations.

