



Marin Girls Chorus

— *Start Young ~ Sing Forever* —

Director of Operations

Job Summary: As directed by the Board, the Director of Operations administers the non-artistic programs and activities of Marin Girls Chorus. This position provides full administration, communications, program management, financial and fundraising duties.

Administration / Financial Management

- Manage the business of the chorus under the direction of MGC Board of Directors. Provide full support to MGC Board of Directors. Books meeting rooms for staff, board and parent meetings
- Work closely with the treasurer and bookkeeper to assure the timely development of the chorus budget and event budgets, timely compliance with all legal requirements, transparency of all financial information, timely internal and external reporting. Assist the bookkeeper or perform routine bookkeeping functions and manage outside accounting and auditing functions.
- Lead the development and implementation of efficient systems and routines for these functions, including the computerization of these processes.

Management of Employees and Volunteers

- Work with the Board and advisors to the Board to create job descriptions and evaluation processes for all paid and unpaid positions in the organization.
- Manage chorus volunteers and assist in the hiring of any future employees.
- Actively contribute to recruiting and orienting Board members and other volunteers.

Delivery of Programs and Services

- Work closely with the AD and Board to: refine and develop chorus programs and activities, develop systems to measure the performance of all programs, provide regular supervision of programs to assure their effectiveness and quality, provide periodic reporting on the outcome of activities as needed by the Board.

- Maintains database of interested singers, and informs them of upcoming enrollments
- Maintains registration & attendance databases
- “Keeper of the Calendar”
- Administer scholarship requests and send to MGC Board for approval; notifies scholarship recipients of amounts granted and credits their account, keeping applicant information confidential. Track scholarship grants received and provides required follow up information to granting agencies
- Handles insurance certificates of liability as requested for chorus venues
- Tracks donor information; produces thank you letters for donors and provides with mailing materials to Artistic Director for signature
- Maintains all confidential employee records; provides employment forms to new hires
- Updates website as needed
- Works with Artistic Director on all necessary details and tasks to keep MGC functioning as smoothly as possible.
- Program materials
- Obtains approval for class flyers with each school district or site
- Prints lyric sheets & theory books for teachers as needed
- Orders program materials as needed, or requested by staff or board
- Orders office supplies as needed
- Creates registration forms for classes and trips/tours, concert ticket order forms and other forms as needed
- Produces and coordinates assembly and mailing of annual fund drive materials
- Works with volunteers to accomplish tasks that can be delegated.

Fundraising

- Work with the board and others to administer and grow existing fundraising programs (e.g.: See’s Candies sales, LSSA, Marin Human Race) and develop additional funding sources (e.g.: writing and submitting foundation grants).
- Maintain a computerized database of donors and related information.
- Support all fundraising initiatives as needed.

Communication

- Communicate effectively with all constituents in writing (e-mail and brief written reports), verbally (by telephone and in person), and as a group during meetings, events and conference calls.
- Assist in the planning, delivery and recording of board meetings; participate in committee meetings as requested.
- Assist in the development and distribution of other written and visual materials (e.g.: school flyers, event literature, videos, press releases, etc.).
- Handle and respond to requests and inquires, both internal and external, in a timely manner. Present the right voice of the chorus at all times to various constituencies.
- Refer inquiries and requests to Board and staff members as is appropriate.
- Provides ongoing communications via newsletters and e-mail blasts to chorus parents, or seasonally to community interest lists through chorus year.
- Assists in sending group emails to parents as needed, by request from class instructors.

Travel / On-site duties

- Picks up mail from PO Box at Novato post office
- Delivers or picks up needed materials as requested from Artistic Director
- Attends parent, staff or board meetings as needed, takes notes and distributes to those involved
- Attends all classes during the first 2-3 weeks of fall session and first week of each Junior session, to handle enrollments and tuition payments
- Participates on-site at MGC events to assist with operations and ensure all funds are secured
- Manages volunteers to make sure on-site events are run smoothly
- Stores all chorus property and materials

Minimum Requirements

- At least 2 years' front office experience in a social service, mental health, or medical office that works directly with children and families.
- Previous experience supervising administrative staff in a non-profit environment strongly preferred.
- Excellent verbal, written, and interpersonal skills.
- Must be able to communicate well at all levels of the organization.
- Excellent organization skills and have the ability to multitask and juggle multiple priorities.
- Meticulous attention to detail.
- Be able to work collaboratively in a culturally diverse environment.
- Must possess high level of confidentiality.
- High level of proficiency with Microsoft Office applications, (Word, Excel, Access and PowerPoint) as well as Google (Calendar, Drive, Mail)
- Punctuality, flexibility and reliability are imperative.
- Have reliable and easy access to an automobile strongly preferred
- Multi-lingual skills (Spanish and/or Cantonese) preferred.

About Marin Girls Chorus

For 30 years, Marin Girls Chorus has offered girls and young women the opportunity to discover the joyful experience of choral singing and the transformative power of music. Our singers learn vocal techniques and music theory in five class levels, from kindergarten through high school, held weekly at locations across Marin County. Singers come together throughout the year to perform for community events, retirement homes, holiday celebrations, national choral festivals, and other special opportunities.

Applications

Please submit a cover letter and resume to info@marinchorus.org