

Description of Position:

The women's vocal ensemble **In Mulieribus** is seeking a Portland-based part-time Managing Director. Now beginning its twelfth season, In Mulieribus is dedicated to the promotion and enrichment of community through the art of music with a focus on work written primarily before 1750. In Mulieribus performs three regular season programs per year.

Duties of the Managing Director include event coordination/concert management, communication/publicity, fundraising, grant writing, and administrative responsibilities. Prior experience in these areas with a nonprofit arts organization and background or interest in music preferred. Exceptional written and oral communication skills required. <http://www.inmulieribus.org>

Responsibilities:

Event Coordination/Concert Management

- Manage on-site ticket sales and attend all concerts
- Oversee income generated by concerts (see above) and box office issues relative to ticket and merchandise sales, use of PayPal, reporting requirements, and record-keeping

Communication/Publicity

- Write and manage press releases and manage other communications such as media interviews or event listings
- Design and disseminate monthly electronic newsletters
- Coordinate with and assist graphic designer with marketing materials and their deadlines
- Manage IM Fan Facebook Page and oversee website content, sending update requests to webmistress
- Manage organization's cell phone
- Communicate activities on a monthly basis to the board president

Fundraising

- Spearhead grant writing, submission, grant reports; conduct research on government, corporate, and foundation prospects
- Attend meetings of Fundraising Committee

Administration

- Compose and mail bi-annual appeal letters
- Manage and facilitate concert mailings (3 per year)
- Manage subscription mailings and ticket sales
- Maintain Little Green Light database
- Write and send acknowledgement letters to donors and provide board with donor data
- Manage the IM email account, checking for messages daily
- Pick up mail weekly during busy seasons and make bank deposits
- Attend board meetings and prepare report (5-6/yr)
- Manage CD sales, distribution and marketing
- Maintain organizational archives and records
- Assist with annual budget preparation

Qualifications and Skills:

- Bachelor's degree
- 2-3 years nonprofit operations experience
- Proficiency in Microsoft Office applications (word, excel, mail merge)
- Knowledge of and experience working with Little Green Light, Quickbooks, Mailchimp or similar systems
- Self-starter, positive, "can-do" attitude, able to work independently in your own home office
- Highly organized, detail-oriented with proven ability to solve problems, meet deadlines
- Strong event planning and management skills
- Collaborative/flexible nature and attitude with board, donors, patrons
- Strong interpersonal and verbal communications skills, and demonstrated ability to write clearly and persuasively

Pay and Benefits:

- **\$12-15,000 per year annual contract.** Candidate will work as an independent contractor with seasonal time commitment ranging between 5-20 hours/week. In Mulieribus values diversity in its workforce and is an equal opportunity employer.

Application Guidelines:

- Please email cover letter, resume and three references to:
InMulieribusApplications@gmail.com indicating "Application" in the subject line.
- The position will remain open until a diverse set of qualified candidates has been assembled. We seek to fill this position by September 1, 2018.