



MANAGING DIRECTOR POSITION

In Mulieribus (*Among Women*), a critically acclaimed professional women's small vocal ensemble based in Portland, Oregon, is seeking an in-person .5 FTE Managing Director to work collaboratively with the Artistic Director and Board of Directors to fulfill its mission and artistic vision. The Managing Director will be responsible for management and implementation of the business operations of In Mulieribus (IM). Expected salary will be in the range of \$28,000 to \$34,000. Please visit www.inmulieribus.org for additional information. To apply, please submit a single .PDF file containing a cover letter of no more than 750 words and a resume to mark@inmulieribus.org. Applications received by March 31, 2025, will be given priority.

Direct responsibilities:

- Manage successful operation of IM's annual concert season and special events, including ticket sales, audience experience and patron services.
- Manage financial operations in accordance with the Board-approved budget and governmental and fiscal regulations.
- Execute contracts with artists and venues.
- Provide logistic and administrative support for tours and runouts.
- Hire, train and supervise Board-approved support staff and contractors.
- Oversee day-to-day business operations.
- Cultivate and advance relationships within the arts community, and with performance venues, grant funders and donors.
- Recruit, train and supervise volunteers.
- Attend Board meetings and assist in agenda development.

Support responsibilities:

- Assist the Board of Directors with design and execution of a comprehensive fundraising strategy.
- Assist the Board of Directors with design and implementation of a marketing and audience development strategy.
- Assist the Board of Directors with yearly budget preparation.
- Participate with the Board, Artistic Director, and singer representatives in short and long range planning.

Qualifications:

- **Education:** Bachelor's degree
- **Experience:** Proven track record in non-profit or musical arts management, preferably with vocal or early music ensembles.
- **Skills:** Fundraising, marketing, audience development, financial management, excellent written and verbal communication, and the ability to work independently.
- **Leadership:** Ability to lead and motivate staff and volunteers in a creative and respectful environment and represent IM well in the community.
- **Collaboration:** Ability to work with board, staff and volunteers to achieve established goals.
- **Technical Proficiency:** Competency with standard computer applications including Google Workspace and customer relationship management software.

If you are a self-motivated and innovative multi-tasker who enjoys working with others to achieve excellence, we encourage you to seriously consider this position. Thank you.