EXECUTIVE DIRECTOR
The Colored Musicians Club of Buffalo, NY Inc. (CMC)

| Position: | Executive Director |
| Reports To: | CMC Board of Directors |
| FLSA Status: | Non-Exempt |
| FT/PT Status: | Part-time |
| Direct Reports: | Board Consultants |
| Salary: | $36,000/Year |
| Benefits: | N/A |

**Position Summary:**

The Colored Musicians Club of Buffalo, New York, INC. (“CMC”) is seeking a Part-time Executive Director to lead the CMC in the next phase of its 100+ year history.

The Executive Director is an integral part of the CMC team, working closely with the Board of Directors (“Board”), part-time consultants, volunteers, and numerous outside contractors and vendors to coordinate, support and execute a variety of managerial, administrative, and operational functions of the organization.

The CMC is located at 145 Broadway Street, Buffalo, New York, 14203 (East Buffalo). The Executive Director works on-site from the CMC’s office or remotely, as needed, with some local travel for meetings.

**Primary Job Functions:**

**Leadership & Management**
- The Executive Director will assess the organization’s activities and operations in a new political, social and post-COVID environment. With this knowledge in hand, the Executive Director will work with staff, consultants, and the Board to set a forward-looking strategic direction and objectives for the organization.
- Ensure that appropriate and efficient organizational policies and procedures have been developed and implemented.
- Ensure ongoing programmatic excellence; recommend timelines and resources needed to achieve the strategic goals and mission.
- Lead, manage, collaborate, and develop the organization’s employees, consultants, and volunteers.
- Develop, implement, monitor, and assess the organization’s programs (including their value and impact).
- Responsible for strategic planning to ensure that the CMC can successfully fulfill its mission into the future.
- Ensure legal and regulatory compliance (including all required filings) and sound risk management practices are exercised.
- Build and maintain strategic relationships through networking with key stakeholders, including but not limited to, agency participants, community-based organizations, funders, and elected officials.
- Establish, maintain, and expand positive working relationships with foundations, donors, businesses, government officials, and other non-profit partners

**Board Governance**
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Financial Performance and Viability**
- Participate in the budget development process and maintain a high level of fiscal responsibility.
- Provide oversight and coordination of all programs/grant proposals and applications for funding and contract management ensuring regulatory compliance.

**Fundraising & Communications**
- Work with the CMC Board to cultivate and solicit major foundation grants and individual gifts.
- Build strong meaningful and beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders.
- Provide effective external communications about the organization and its mission, priorities, importance, programs, and activities.

**Qualifications:**
- Bachelor’s degree with 3 or more years of relevant experience.
- Demonstrated ability to market the CMC to community stakeholders using a variety of means.
- Ability to maintain existing and develop new, effective, and productive working relationships with funders, volunteers, and community partners.
- Strong leadership, communication, development, and decision-making skills.
- Experience in the development and management of grants, contracts, and fundraising.
- Excellent written and verbal communication skills.
- Exceptional level of administrative and organizational experience with strong attention to detail.
- Ability to work independently and as part of a team.

Interested candidates should send their resume and cover letter by email to info@thecoloredmusiciansclub.com no later than **Monday August 22, 2022**.

No phone calls please.

For more information, visit us at www.thecoloredmusiciansclub.com