



## POSITION AVAILABLE

### EXECUTIVE DIRECTOR FRIENDS OF THE KOTZSCHMAR ORGAN (FOKO)

The KOTZSCHMAR ORGAN was a gift to the City of Portland by publisher Cyrus H. K. Curtis in 1912 and is housed in Merrill Auditorium (formerly City Hall Auditorium). The City has responsibility for operating the auditorium, but in 1981, responsibility for the upkeep and promotion of the Organ and its programs was delegated to FOKO by the City. The responsibility for selecting and employing the Municipal Organist is shared between the City and FOKO.

JAMES KENNERLEY is the City's eleventh Municipal Organist. He is an award-winning keyboardist, conductor, composer and tenor. Hailing from Great Britain, he has performed at major music venues throughout the U.S. and Europe, including Carnegie Hall and the Royal Albert Hall.

The Executive Director provides leadership for FOKO'S mission of presenting outstanding concerts and education programs. S/he works with the Municipal Organist to produce concert programming and is responsible and accountable for FOKO'S operations.

The Executive Director develops and implements annual operating budgets within goals for audience growth and contributed income. S/he actively seeks out opportunities for partnerships and collaborations with other music, arts and media organizations in the community. S/he supports the fundraising efforts of the Board of Directors with individuals, corporations, foundations and government agencies. S/he enthusiastically conveys to others a passion for FOKO'S history and mission. The position reports to the President, Board of Directors or designate and requires participation at weekend and evening performances and events.

#### Candidate Profile

The ideal applicant is an experienced not-for-profit performing arts executive with proven leadership ability, excellent management skills, and success with marketing, audience development, fundraising and community engagement. S/he will have an interest in music and promotion of musical performances necessary to implement the goals of the Municipal Organist and Board of Directors.

The successful candidate has experience overseeing production of concerts or other complex public events. S/he has excellent verbal and written communication skills, experience with public speaking and presentation, and proven relationship-building skills. S/he should have relevant working knowledge of marketing outlets and mechanisms in order to connect with current audiences and future supporters. Necessary skills include office operation, Microsoft Office, financial reporting (Quickbooks), donor and supporter programs (DonorPerfect or similar database) and knowledge of social media platforms. Experience supporting a governing board and providing leadership to volunteers are required.

EXECUTIVE DIRECTOR  
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**MAJOR RESPONSIBILITIES:**

**Performance coordination**

Implements programming in coordination with the Municipal Organist.  
Manages contractual and logistical matters with visiting performers.  
Prepares programs, advertising and ticketing/seating arrangements for performances.  
Coordinates use of Merrill Auditorium with City staff.

**Administrative and Financial Operations**

Performs banking, accounting, insurance and purchasing tasks. \*\*\*  
Maintains telephone and information resources and technology. \*\*\*  
Directs and supervises staff and volunteers.

**Public Relations and Marketing**

Promotes the Kotzschmar Organ at performances and public events.  
Performs marketing activities approved by the Board and provided by consultants. \*\*\*  
Coordinates marketing advertising and printing services.  
Drafts or acquires text and media for marketing, program notes and organists.  
Collaborates with counterparts in musical and cultural organizations.

**Fund-raising**

Oversees mailings and database maintenance for donor solicitations. \*\*\*  
Researches funding sources.  
Prepares and submits grant applications for support of programs.  
Participates with Board members in personal solicitations for support.

**Education and Community Engagement**

Facilitates Education and Community Engagement activities with committee chair.

**Board relations**

Communicates regularly with Board and committees.  
Maintains contact information for Board of Directors and Advisory Board. \*\*\*  
Retains attendance and meeting records

**Other tasks as assigned**

**\*\*\* may delegate to staff or contractors**

**Compensation**

Compensation is competitive and commensurate with experience and qualifications. A performance review will occur annually with the board president and his/her designated colleagues, and will be based upon a small number of mutually agreed-upon goals set in advance of each organization's next fiscal year.

*Please note* that the search committee will be pleased to receive resumes and applications from candidates who might not meet every requirement but who think that their experience and energy are responsive to our needs.

*Submit resume' and letter of interest to:*

Executive Director Search at: [info@foko.org](mailto:info@foko.org)

*For more information, please see:* [www.foko.org](http://www.foko.org).

April 1, 2019