

Arizona Academy of the Performing Arts Executive Director – Job Description

Overview:

As a 501(c)(3) organization, the Arizona Academy of the Performing Arts, Inc. (AAPA) is dedicated to providing programs and services for motivated individuals who seek to excel in the performing arts. Our commitment is to create a positive learning and performing environment for all participants, equipping them with the knowledge and inspiration needed to maximize their abilities and achievements.

The Executive Director of AAPA serves as the organization's Chief Executive Officer. Reporting directly to the Board of Directors, the Executive Director ensures that AAPA consistently fulfills its mission and financial objectives. This role involves close collaboration with the Board of Directors, office staff, managers, and directors of various AAPA programs, volunteers, and external agencies such as Drum Corps International (DCI) and local school districts. The Executive Director ensures that the organization operates in accordance with its core beliefs and maintains professional standards.

The role of the Executive Director at AAPA is not just about administration but also about fostering a sense of community and teamwork. The ED will be responsible for developing and administrating AAPA's programs, overseeing internal and external marketing communications, and managing the recruitment, retention, and training of paid staff and volunteers. Additionally, you will be accountable for budgeting, financial management, and fundraising activities, working closely with the entire AAPA team to achieve our goals.

The Board of Directors seeks a creative, strategic-minded, experienced, and confident leader to enhance AAPA's long-term strategies. This includes strengthening current programs, fostering relationships in AAPA's hometown and state, and expanding its offerings beyond its flagship program, The Academy Drum and Bugle Corps and the Academy Youth Guard. The Executive Director will lead all aspects of the non-profit organization, establishing high-quality standards for members, staff, and volunteers while working towards the organization's strategic planning initiatives. They will directly supervise all associates of AAPA—including the Director of The Academy Drum and Bugle Corps—while maintaining accountability to the Board of Directors.

At AAPA, we are committed to enhancing a diverse work environment and are proud to be an equal-opportunity employer. We do not discriminate based on race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply, as we believe that diversity is a key strength of our organization.

Primary Responsibilities:

Job Responsibilities:

Development and Administration of Programs:

- Ensure the safety of youth participants, staff, and volunteers.
- Develop and implement long-range strategies to achieve the organization's mission.
- Promote active participation by volunteers in all areas of the organization's work.

- Maintain records and documents, ensuring compliance with federal, state, and local regulations.
- Stay informed on significant developments and trends in nonprofit management, music education, and the drum and bugle corps activity.
- Oversee the complete business operations of the organization.
- Hold business operations accountable to stakeholders and company policies.
- Align short-term goals to the organization's long-term vision.
- With the board, set the long-term vision for the organization.

Fundraising:

- Act as the chief advocate, networker, administrator, and ambassador for AAPA.
- Cultivate new donor relationships and enhance the organization's profile locally and nationally.
- Lead efforts in fund development; develop fundraising campaigns, including annual fund, capital, and special events.
- Ensure a strong percentage of the organization's revenue comes from donations, grants, and fundraising events, with the remaining revenue from student dues and performance-based activities.
- Prepare and submit grant applications to recurring and potential new corporations, organizations, foundations, and public agencies.
- Ensure adequate funds are available to allow the organization to carry out its programs and events.

Organizational Strategy:

- Develop near and long-term business and programmatic strategies.
- Manage organizational liability and risk exposure.
- Communicate and seek guidance from the Executive Committee periodically.
- Communicate and build consensus for strategic directives with the Board of Directors.
- Execute and track strategy and performance over time.

Marketing:

- Represent the organization's programs to agencies, community organizations, and the general public.
- Effectively represent the organization's goals to donors, stakeholder groups, and individuals.
- Raise the visibility and recognition of the organization and its programs to the widest audience possible.
- Keep the Board fully informed about the condition of the organization and important influencing factors.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Provide a professional public presence on behalf of the company.

Staff and Member Recruitment and Retention:

- Oversee the recruitment, employment, and release of all paid staff and volunteers.
- Ensure that instructors are qualified and that appropriate hiring procedures are followed.
- Develop job descriptions, conduct regular performance evaluations, and implement sound human resource practices.

- Encourage staff and volunteer development and education, assisting program staff in relating their specialized work to the organization's total program.
- Maintain a climate that attracts, retains, and motivates a diverse staff of highly qualified individuals.
- Develop an effective management team with appropriate provisions for succession.
- Foster leadership in others by empowering team members to make decisions, take risks, fail, and learn.
- Promote cooperation and teamwork throughout the organization.
- Maintain supervisory responsibility over all employees, ensuring they are aware of and performing their duties in accordance with the organization's policies and procedures.

Ensure that independent contractors, volunteers, and members know relevant organizational policies and procedures and perform their roles appropriately.

- Enforce organizational policies and procedures regarding conduct, including policies on bullying, sexual harassment, abuse, and discrimination.
- Serve as a model of treating others with respect and dignity, creating an atmosphere of mutual respect and trust.
- Strive to achieve the highest retention level possible of eligible participants in the AAPA Programs.

Financial Management:

- Develop and maintain sound financial practices.
- Work with the Finance Committee and the Board to prepare annual budgets and ensure the organization operates within budget guidelines.
- Ensure the organization's official records and documents are prepared and compliant with all relevant laws, rules, regulations, and policies.

Communications:

- Communicate effectively with the Board of Directors in an organized, clear, concise, accurate, and timely manner.

Leadership Skills and Abilities:

The Executive Director is expected to demonstrate visionary and proactive leadership, assisting the Board in shaping strategic objectives and goals. This role requires consistently monitoring organizational progress, effectively communicating achievements, and addressing challenges with analytical thinking and sound judgment. The Executive Director must structure workloads to enhance productivity and efficiency while fostering a positive and collaborative environment. Leading by example, they will guide and mentor employees, ensuring a culture of continuous improvement and high standards throughout the organization.

Individual Effort and Initiative:

The Executive Director is expected to operate with high autonomy, taking full responsibility for completing critical organizational functions. They must possess and maintain a comprehensive understanding of all AAPA programs, ensuring high professional standards. The Executive Director should demonstrate creativity and innovation to improve the organization.

Team Orientation and Overall Direction:

The Executive Director will consistently exhibit a positive approach within the organization and across DCI, maintaining professionalism and respect for all individuals. They will be open to ideas

from all stakeholders, willing to compromise, seek consensus, and remain flexible as needed. Providing positive leadership, the Executive Director will promote teamwork and professionalism.

Desired Skills and Qualifications:

Education:

- Bachelor's degree from an accredited college or university, preferably in arts administration, business administration, nonprofit management, or a related field.
- Master's degree or equivalent work history experience in the non-profit sector is preferred but not required.

Fundraising Experience:

- Demonstrated fundraising success within a 501(c)(3) organization.
- Experience in developing and managing budgets, grant writing, and securing sponsorships.
- Proven track record of cultivating donor relationships and enhancing the organization's profile.

Nonprofit Management and Drum Corps Experience:

- 5-7+ years in a management position with progressive responsibilities, including direct and indirect reports.
- Experience with pageantry arts or an equivalent 501(c)(3) nonprofit organization.
- Proven ability to lead a medium-sized nonprofit organization or a comparable business entity with diverse programs and services.
- Experience in volunteer management and vendor management.
- Familiarity with drum corps, marching bands, color guard, and other similar performance arts.
- Experience on a drum corps tour, preferably in a management/logistics capacity for a DCI World Class corps.
- Strong financial acumen and business management skills.
- Ability to develop and implement strategic plans, set goals, measure outcomes, and ensure accountability.
- Experience in training and managing staff.
- Proven skills in establishing cooperative working relationships with internal and external stakeholders.
- Excellent communication and interpersonal skills, including public speaking.
- Strong organizational and planning skills.
- Computer literacy, including email, social media, and relevant word processing and data analysis programs.
- Understanding of conflict resolution and event crisis management.
- Ability to foster a collaborative and inclusive leadership style that promotes trust, respect, innovation, and excellence among staff, board, volunteers, and stakeholders.
- High integrity in financial and managerial matters.

Special Requirements:

- Ability to travel, including intermittent presence and observation with each program.
- Willingness to work evenings, nights, and weekends as required.
- An operational vehicle capable of long-distance travel and a valid driver's license.

- Must successfully pass a comprehensive background check and be free of any violations of sexual misconduct with minors.
- Provide at least three professional and three personal references that are satisfactory to the Board.

Special Working Conditions

The ideal candidate will:

- (Preferable but not required): Reside in the Phoenix metropolitan area and maintain a reasonable presence at local AAPA events, including drum corps camps and performances, winter guard rehearsals and performances, and other ensemble rehearsals and performances as appropriate.
- Be occasionally present with the drum corps on tour through DCI championships.

Professional activities away from AAPA must not interfere with the Executive Director's duties. The Executive Director will work a non-traditional schedule and is considered a full-time employee of AAPA.

To apply:

Email a cover letter, resume, and three references to:

Rich Frazier

President,

Arizona Academy of the Performing Arts

rfrazier@arizonaacademy.org