



Job Description: Executive Director

Position Summary

The Executive Director (ED) of The Florida Philharmonic serves as the chief administrative officer and strategic leader responsible for advancing the Philharmonic's mission, strengthening its financial position, and deepening its community impact. This full-time role requires a dynamic, organized, and collaborative individual capable of overseeing daily operations while building donor and audience relationships that ensure long-term sustainability.

Key Responsibilities

Leadership and Strategy:

- Partner with the Board of Directors to refine and execute the Philharmonic's long-term strategic plan
- Serve as the public face of the organization, representing the Philharmonic at concerts, civic events, and with donors
- Translate vision into action through annual goals, metrics, and programming initiatives

Fundraising and Development:

- Lead all fundraising efforts, including major gifts, sponsorships, membership growth, and grant writing
- Cultivate all steward relationships with individual donors, foundations, and local businesses
- Collaborate with the Board and Development Committee on donor strategy

Marketing and Communications:

- Oversee marketing strategy, social media, and branding
- Ensure consistent messaging across programs, fundraising appeals, and public events
- Serve as media liaison and primary spokesperson for the organization

Operations and Staff Oversight:

- Supervise part-time staff, interns, and contractors, including operations, community engagement, and finance personnel
- Collaborate with the Artistic Director to ensure successful concert planning, production, and outreach
- Manage ticketing systems, audience services, and event logistics in partnership with venue personnel

Financial Oversight:

- Develop and manage the annual operating budget in partnership with the Board Treasurer
- Ensure timely financial reporting and sound fiscal practices
- Oversee cash flow, vendor relations, and operational compliance

Qualifications

- Proven experience in nonprofit management, arts administration, or related leadership roles
- Demonstrated success in fundraising and donor development
- Strong interpersonal, communication, and public speaking skills
- Ability to lead collaboratively and manage multiple priorities
- Knowledge of performing arts or music a plus, but not required

Compensation

Salary range \$40,000-\$50,000 annually, with up to \$10,000 in performance-based bonuses tied to fundraising, audience growth, and strategic milestones. This is a full-time, exempt position.

Application Process

Interested candidates should submit a cover letter and resume to the Board Search Committee at HR@thefloridaphilharmonic.org. Applications will be reviewed on a rolling basis until the position is filled.

Target start date: Summer 2025

Priority will be given to applications received by August 5, 2025