



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
MANAGING DIRECTOR
AMERICAN COMPOSERS FORUM**

ORGANIZATIONAL OVERVIEW

American Composers Forum (ACF) supports and advocates for individuals and groups creating music today by demonstrating the vitality and relevance of their art. ACF does this three primary ways:

- Connecting artists with collaborators, organizations, audiences, and resources.
- Through storytelling, publications, recordings, hosted gatherings, and industry leadership, activating equitable opportunities for artists.
- Providing direct funding and mentorship to a broad and diverse field of music creators, highlighting those who have been historically excluded from participation. For more information on ACF's equity commitment please check out their racial equity statement: <https://composersforum.org/about/racial-equity-statement>.

Currently, ACF is completing its first year of a five-year ambitious strategic plan. ACF is focused on further developing as a national go-to space and advocated for music creators. The success of their plan relies on the creation, testing, and implementation of programs and communications consistent with their strategy and equity values. The Managing Director is a newly-created role that is focused on the effectiveness of ACF's internal operations.

Please continue reading if you are someone who:

- Easily applies strategic concepts to actionable plans
- Has a strong history of managing and implementing music or arts programs
- Enjoys designing systems that enable diverse working styles to excel
- Wants to contribute to an organization committed to anti-racism and racial equity-in-progress
- Approaches work with curiosity, courage, empathy, and self-awareness

PRIMARY AREAS OF RESPONSIBILITY

Reporting to ACF's President and Chief Executive Officer (CEO), the Managing Director will be a thought partner with the CEO and maintain a birds-eye view of ACF's core artistic programs. The Managing Director works collaboratively with the Vice President of Development, Vice President of Finance, and Director of Strategic Communication. The Managing Director will support the CEO's strategic planning and implementation work, including the Board's Strategic Implementation Task Force. The primary areas of focus include:

- **Strategic Leadership:** Drive the implementation of the strategic plan of ACF, clearly articulating organizational goals for financial and programmatic stability and growth; Ensure annual operating plans support ACF's strategic plan.
- **Operational Planning and Management:** Oversee the design and practice of measuring outcomes, workflow, technology solutions and internal communication methods, and improve ACF's programs and projects.
- **Human Resources Planning and Management:** Serve as contact for ACF's outsourced human resources firm; manage a staff of six (four direct reports), and oversee ACF's paid internship program.

- **Team and Relationship Management:** Coordinate between program areas to leverage and monitor impact; connect the work of others with the strategic plan; encourage each team member and outside consultant's optimal participation.

DESIRED QUALIFICATIONS

An ideal candidate is enthusiastic about ACF's mission and supporting music creators. They are also committed to racial equity, and share the organization's values of leadership, anti-racism, courage, support, and curiosity.

Experience

- Demonstrated leadership of organizations or organizational operations at an arts organization (preferably music), including experience with operations or production.
- 5-7 years managing a team of high performing staff.
- Strong critical thinking skills.
- Track record designing effective implementation systems that integrate different learning and working styles.
- Proficiency and comfort with, or knowledge of, digital technology solutions; experience with Salesforce a plus.
- Program planning, development, implementation, management, and evaluation.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Commitment to measurable outcomes.

COMPENSATION

The compensation range is \$85,000 - \$100,000 annually and is commensurate with experience and qualifications. ACF also offers a competitive benefits package including health insurance, dental insurance, a flexible spending account, 403(b) matching retirement plan, pre-tax transportation program, and a flexible work setting.

RELOCATION

A national organization, ACF values the opportunity to be based in Minnesota, where most of the staff lives. Individuals outside the region are invited to apply only if they are willing to relocate to or near St. Paul, Minnesota (when it is safe to do so). ACF can offer a modest relocation allowance.

TO APPLY

ACF recognizes that often the most exciting candidates do not apply for various reasons, and strongly encourages applications from individuals who may be unsure if this role is a fit for them.

ACF's commitment to being a racially equitable organization guides its work, striving to build a community with racial equity at the center. ACF seeks to attract candidates with similar priorities and strongly encourages individuals who identify as BIPOC or other underrepresented identities to apply.

ACF will begin reviewing applications on October 31, 2021. Cincinnati invites interested candidates to send an electronic letter of introduction and résumé via our online portal at <https://app.smartsheet.com/b/form/a922bd7420f840db99a56010a66a4739>.