



Organ Historical Society

Post Office Box 26811 • Richmond, Virginia 23261

Chief Executive Officer Job Description

Summary

The Organ Historical Society is a national organization dedicated to the pipe organ in America. The Chief Executive Officer will work from the new OHS headquarters at Stoneleigh Estate in Villanova, PA. This new headquarters offers exciting opportunities for building new programs and hosting events, giving the new CEO the potential to bring transformational change to the pipe organ community – and the music community more broadly – in the Philadelphia area, the US, and the world. The well established reputation of the OHS lays the foundation for this, and recent initiatives, including the headquarters, set the stage for a vibrant future under the leadership of an innovative CEO.

Responsibilities and Duties

The Chief Executive Officer is responsible to the OHS Board for the following broad categories: operational management, fundraising, membership, convention planning, organizational governance, program management, and communications. These are not entirely discrete areas, but are frequently interdependent.

Operational management

The CEO is responsible for hiring, assigning work, evaluation, and termination of a staff including an administrative assistant, a catalog fulfillment assistant, the OHS Archivist, the Director of Publications, an accountant, a convention coordinator, a designer, an advertising salesperson, and independent contractors as needed. The Board recommends regular meetings with the staff individually and as a group to better coordinate efforts, though group meetings will need to be via internet because some staff work from a distance. The new CEO has the exciting opportunity to recruit and work with a new generation of staff as we make the transition to Stoneleigh. The CEO should delegate work to this staff as necessary and monitor completion of tasks. The CEO should recommend to the Board any major changes in staff structure and job description. The CEO, in cooperation with the Treasurer, is also responsible for financial management of the OHS. The CEO will oversee fulfillment of obligations related to grants.

Fundraising

The CEO is the chief fundraiser for the OHS and is expected to build and maintain relationships with donors of all kinds to ensure giving for the OHS Annual Fund, the Legacy Society, conventions, the Library & Archives, the Biggs Fellowship, and endowment funds. It is expected that the new CEO will initiate a capital campaign sometime early in his/her tenure to build the endowment to a point where it can better support a larger staff and expanded programs. The CEO should also seek grants from private foundations and government agencies to support programs.

Membership

The CEO oversees membership drives, communication with lapsed members, management and formation of OHS chapters. The CEO will also work with the Board to identify new ways of attracting members and reaching out to the pipe organ community in the US and internationally.

Annual conventions

Annual conventions are significant events for OHS, providing visibility, community, and profit. The CEO will work with the Convention Coordinator and Treasurer to oversee the coming annual convention, seek and evaluate proposals for future conventions, and work with local convention committees on planning conventions over a multi-year timeline.

Organizational governance

The CEO is an *ex officio* member of the Board of Directors and will work with the Board in governance of the organization, including overseeing elections, updating governance documents, reporting to the Board on activities and finances, and interacting with committees. Currently, the Board consists of five directors elected by the membership and a Treasurer appointed by the Board. The Board is considering changes in governance in the near future.

Programs

The CEO works with staff, Board members, and committees to ensure successful implementation of OHS programs.

Communications

The CEO should maintain regular communications with members, officers, donors, and the public through postal mail, email, social media, and the website. Communication has been identified by the Board as a crucial area for improvement and will require constant and creative attention from the CEO.

Qualifications

- Professional experience in non-profit organization
- Professional experience in the performing arts
- Degree in music not required but preferred

Desired Characteristics of the CEO

- Substantial experience managing a nonprofit organization
- Financial expertise, including an understanding of basic accounting principles
- Successful grant writing and managing experience
- Familiarity with standard computer programs such as Excel, Word, and PowerPoint
- Experience planning and managing public programs such as concerts and master classes.
- Passion for the pipe organ
- Inspirational and energetic leadership
- Visibility in the arts community and organ world
- Demonstrated ability to delegate successfully
- Substantial experience managing people, including staff, board, volunteers, donors, and public
- History of successful fundraising
- Demonstrated initiative and persistence
- Ability to handle multiple tasks and projects simultaneously
- Strong writing and public speaking skills