



Position Title: Executive Director

Reports To: Board of Directors

About the organization:

Phantom Regiment is a youth arts organization that provides life-changing experiences for its students. Based in Rockford, Ill., its crown jewel is a world-class drum and bugle corps that competes as part of Drum Corps International's summer tour. Its nearly \$2M budget also supports a local drum line and color guard, and the organization also runs myriad summer camps in several states for brass, percussion, color guard and drum major students. Its events include drum corps shows in Illinois and West Virginia, a high school marching band competition and a high school concert band festival. The drum corps has twice won the Drum Corps International world championship and has been among the elite in the activity for more than 45 consecutive years. The organization has two full-time employees, dozens of contract designers and educators, and hundreds of volunteers and boosters.

Mission:

Provide life-changing experiences through performing arts education.

Summary:

The Executive Director will be the public face of Phantom Regiment and drive the overall strategic vision of the organization. S/he will be responsible for developing and expanding fundraising efforts and will provide overall management of all fiscal operations, fundraising efforts, educational programs, and policies and procedures.

Key Responsibilities:

Financial Management

- The executive director's primary objective will be to maintain fiscal stability for the organization. S/he will grow, maintain and manage the long-term financial well-being of the organization through fund-raising and masterful budget management.

Dynamic Leadership

- The executive director will recruit, lead and motivate a diverse staff that includes employees, contractors and volunteers. The ED will also have direct interaction with students, helping them understand the goals, mission, culture and history of Phantom Regiment. S/he will be the organization's top brand ambassador and hold all others accountable to maintaining the brand's highly respected image.

Competitive Standing

- The executive director will have an intense drive for excellence, while fostering an environment of cooperation, dedication and passion for all programs. S/he will be the primary stakeholder in the drum corps' competitive standing and will direct the strategy of the corps for continuous improvement.

Board & Committee Collaboration

- The executive director will participate in board committees (directly or indirectly) and coordinate the business of the organization to best take advantage of cross-committee efforts. Additionally, the executive director will provide a detailed report of organizational activities to the board of directors at their bi-monthly meetings.

Preferred Experience:

Proven Fundraiser

- Ability to work in a collaborative manner with the board of directors, staff and volunteers to build relationships and promote Phantom Regiment
- Proven track record in raising money
- Demonstrated leader in development with an ability to leverage relationships and partnership opportunities
- Experience collaborating with a board of directors to identify and cultivate partners and donors to strengthen and diversify the organization's funding sources

Strategic Leader

- Skill to develop – in collaboration with board of directors – the strategic vision and plan, including the fundraising, public relations, finance and program goals, and execute its implementation
- Strong financial, operational, and management experience to continually improve outcomes
- Proven track record of motivating and inspiring others
- Self-starter with the ability to focus and make decisions under pressure

Charismatic Communicator

- Ability to share and promote the organization's purpose to its supporting community and future stakeholders, including donors, the board of directors, staff, partners, youth, parents and other community leaders
- Dynamic, energetic and trustworthy leader\
- Entrepreneurial mind-set

Skills and Credentials:

- Bachelor's degree or higher
- Executive-level business management or non-profit management experience
- Budgeting and cash flow management
- An understanding of non-profit organizations in Illinois
- Experience in fundraising initiatives and projects
- Experience managing big events (thousands of tickets sales)
- Social media and technology skills
- Extremely strong organizational skills
- Ability to analyze and report statistical data
- Experience being a spokesperson
- Knowledge of drum corps
- Willing and able to work flexible schedule (this is not a 9-5 role)

Compensation:

Highly competitive salary. Health insurance, 401(k) with matching, vacation. Use of company vehicle.