



# BALTIMORE ROCK OPERA SOCIETY

## **Job Position Opening: Applications Open June 15, 2026, Position Open Until Filled**

### **Executive Director, Baltimore Rock Opera Society**

**Approximate hours/week: 20-30**

**Pay: \$25,000 annually, paid monthly (\$2,082/month) + up to \$5,000 performance bonus**

#### **Job Description**

The Board of Directors of the Baltimore Rock Opera Society (BROS) seeks a strategic thinker, a master collaborator, and an unabashed fundraiser for a volunteer-led rock theater company. Primarily responsible for leading a capital campaign to establish and improve the new HQ, the Executive Director will build relationships with [F]oundations, community supporters, media, and generally serve as the glittery face of BROS. The ED will manage a part-time staff of 4-5 individuals experienced in production, volunteer engagement, marketing, development, and accounting.

General roles and responsibilities are as follows:

#### **Strategic Planning and Fiscal Oversight**

- Track the annual and future operating budgets; present operating results, strategic analysis and administrative reports.
- Ensure compliance with all applicable local and federal laws in governing an independent nonprofit organization.
- Develop necessary policy or policy changes for Board approval and be responsible for implementing such policies.

#### **Development and Capital Fundraising**

- Develop and execute a Capital Campaign with the assistance of the Board of Directors and BROS staff.

- Represent and lead BROS toward cultivating and expanding relationships with corporate, community, government and institutional partners to carry out the BROS mission.
- Serve as the lead grant and proposal writer/reviewer for BROS, based on strategic and capital initiatives.
- Develop and enhance relationships with BROS individual constituents and lead giving campaigns.
- Lead fundraising activities including annual fund and major gift development, donor relations and stewardship, sponsorship, special events, and new funding sources for current and long-term financial stability and growth. A development staff member supports this position.

### **Leadership and Advocacy**

- Actively engage and energize staff, volunteers, board members, event committees, partnering organizations, and funders.
- Empower the Board of Directors with knowledge and information that energizes their advocacy and/or fundraising efforts, as appropriate.
- Proactively manage the BROS staff with clear expectations, reasonable goals, and serve as an accountability partner.
- Manage performance reviews including hiring/firing decisions of staff
- Oversee the decisions of the BROS Artistic Council, production and programming.
- Maintain political awareness of arts-related matters at local and state levels and provide regional/statewide representation of BROS.
- Serve as the face of the organization, representing the organization at meetings, conventions, and public forums in the business, philanthropic, and civic sectors.
- Manage BROS organizational chart and build capacity through professional development opportunities.

### **HQ Operations**

- Oversee operations at BROS HQ, serving as the primary emergency contact for any building or maintenance-related questions.
- Act as liaison between BROS building partners (Half Shell), Board of Directors, and community stakeholders, acting as primary key holder
- Ensure HQ operations between Half Shell and BROS are operated in a transparent and collaborative manner
- Participate in HQ building development committee and work to resolve any questions or challenges

### **Working at BROS**

The Baltimore Rock Opera Society is a passionate community of artists who create unforgettable experiences through live original rock theater. BROS was founded in 2007 by a small group of friends sitting in a basement dreaming of an impossibly enormous story that would be told through the awesome power of rock. The company is now composed of a diverse group of wildly talented artists from around Baltimore who join forces to create massive original shows.

This highly energetic group of actors, writers, designers, builders, musicians, and crafters bring forth incredible and unique live performances unlike anything in the region. Every year thousands of fans flock to shows, concerts and festival appearances to witness the city's most collaborative, creative production troupe.

Your hybrid and flexible schedule consists of regular weekly meetings with staff. Board meetings (mostly remote) take place bi-monthly. Many meetings, rehearsals and production tasks will take place in early evening weekday time slots (between 6pm and 9pm) since some BROS employees and many of our volunteers work other daytime jobs, or on weekends and show dates. Independent work can be done remotely or at BROS Headquarters (2950 Loch Raven Rd, Baltimore, MD 21218) as preferred.

### **Qualifications & Experience**

- Applicant must be local to Baltimore City
- 3-5+ years of experience working professionally in the arts or non-profit sectors
- High emotional intelligence and people management skills.
- Demonstrated success in non-profit fundraising, meeting or exceeding goals.
- Strong communication skills- speaking, writing, listening and responding.
- Demonstrated and proven track record of leadership that effectively builds consensus among complex and diverse private and public stakeholders.
- Ability to develop, articulate and implement a vision.
- Experience in developing, maintaining and presenting organizational and financial and fundraising reports
- Creative thinker with the ability to search out solutions, present and facilitate effective resolutions.

### **Position, Salary and Benefits**

This is a part-time position, with an annual salary of \$25,000, reporting directly to and serving at the pleasure of the Board of Directors. The \$5,000 performance bonus is based on meeting or exceeding fundraising goals. The organization seeks to hire the most qualified person, regardless of that individual's race, gender, religion, national origin, age, handicap, or sexual orientation.

### **Application Process**

It is important that your application package demonstrates all relevant education, training, experience, knowledge, abilities and skills that qualify you for this position. Please submit a cover letter addressing your qualifications, a resume of past employment history and at least three professional references to: [board@baltimorerockopera.org](mailto:board@baltimorerockopera.org). Please select references that can attest to your management skills and fundraising experience.