

Federal City Performing Arts Association

Is seeking a new Executive Director

Organization: Federal City Performing Arts Association d/b/a Gay Men’s Chorus of Washington, DC (GMCW)

Position: Executive Director

Status: Full-Time, Exempt

Reports To: Board of Directors

Location: Washington, DC

About GMCW

Since 1981, the Gay Men’s Chorus of Washington, DC (GMCW) is a community-based, not-for-profit LGBTQ+ and allied arts organization with an annual budget of \$1.9M. Our mission is to **inspire equality and inclusion with musical performances and education promoting justice and dignity for all.**

GMCW comprises over 300 performing and support members across its flagship Chorus, three small ensembles (*Rock Creek Singers*, *Potomac Fever*, and *Seasons of Love*), its dance company (*17th Street Dance*), and its youth chorus for LGBTQ+ and allied youth ages 13–18 (*GenOUT Youth Chorus*). Each season, GMCW presents three mainstage productions, a cabaret, a small ensembles extravaganza, and a stand-alone concert for GenOUT, alongside upwards of 125 local outreach events, recordings, domestic/international tours, and our annual *Spring Affair* fundraising gala.

Primary Responsibilities

1. Strategic Leadership

Close partner with the Artistic Director to co-lead the organization to ensure the successful achievement of its mission, vision, and strategic goals.:

- **Public Representative:** A primary face and voice of GMCW.
- **Staff Supervision:** Directly supervise Director of Development, Director of Marketing, and Director of Patron Services.
- **Volunteer Relations:** While GMCW is not a member organization, it relies on more than 300 performing and support volunteers who require ongoing engagement, communication, and support, including the chorus’s elected volunteer leaders.

2. Fundraising & Strategic Development

As chief development officer, partner with the Director of Development to design and execute a comprehensive fundraising strategy to sustain and expand the organization's \$1.9M budget:

- **Donor Cultivation:** Establish and meet annual fundraising goals; identify, cultivate, and steward relationships with current and prospective individual donors.
- **Institutional Giving:** Oversee foundation, corporate, and government grant lifecycles, including proposal writing, compliance, and reporting.
- **Corporate Partnerships:** Secure and manage corporate sponsorships, ensuring all partner benefits and commitments are fulfilled.
- **Special Events & Societies:** Provide strategic oversight for major fundraising events—including the *Spring Affair* gala—and champion giving societies, including planned giving initiatives.
- **Stewardship:** Ensure accurate, timely donor acknowledgement and database tracking.

3. Financial Management & Oversight

Serve as the organization's chief financial steward, ensuring long-term fiscal health and transparency:

- **Budgeting:** Partner with the Treasurer, Finance Committee, and Artistic Director to develop the annual operating budget for Board approval.
- **Financial Operations:** Oversee day-to-day cash flow, accounts payable/receivable, payroll, and check disbursement; ensure seamless box office and transaction processing.
- **Reporting & Compliance:** Prepare comprehensive monthly financial statements for the Board; manage the annual independent audit and IRS Form 990 preparation.

4. Strategic Board Partnership & Governance

Collaborate with the Board of Directors to guide organizational strategy and governance:

- **Board Engagement:** Organize and attend all full Board and Executive Committee meetings, providing regular operational and financial updates.
- **Committee Support:** Serve as an ex-officio member of the Development and Finance committees; actively support the Governance Committee in Board recruitment, onboarding, and evaluation.
- **Retreats:** Oversee the planning of the annual Board retreat and serve as the primary staff liaison for Board members.
- **Strategy:** Execute on the Board's existing strategic plan (current plan covers through summer 2029).

5. Marketing, Public Relations & Brand Advocacy

Partner with the Director of Marketing to champion the GMCW brand to drive earned revenue and community engagement:

- **Campaign Strategy:** Supervise marketing personnel and consultants to develop and execute data-driven annual marketing plans that increase ticket sales and enrollment.
- **Collateral & PR:** Oversee all external communications, including print/digital newsletters, program playbills, website presence, social media, advertisements, and press releases.
- **Auxiliary Revenue:** Coordinate with volunteer managers to optimize merchandise and playbill advertising sales.

6. Administration, Personnel & Operations

Ensure efficient, legally compliant internal operations and infrastructure:

- **Staff Leadership:** Hire, supervise, and evaluate all paid administrative and operations staff, fostering a collaborative and supportive work culture.
- **HR & Benefits:** Manage personnel matters, including payroll administration, health insurance, and the 403(b) retirement plan.
- **Infrastructure & Facilities:** Oversee the maintenance of IT systems, database infrastructure (membership, donor, and ticketing), and manage office lease agreements and landlord relations.
- **Contract Management:** Draft, execute, and oversee organizational contracts, including those for performance venues, guest artists, and insurance policies.

Qualifications & Core Competencies

- **Experience:** 5+ years of senior management experience. Proven leadership experience of organizations with budgets >1.5M (preference given for experience in performing arts management and/or LGBTQ+ non-profit administration).
- **Skills:** Strong background in nonprofit financial oversight, personnel management, and a track record of successful fundraising (individual and corporate giving, events, and grants). Experience in obtaining gifts >100K is highly desirable.
- **Attributes:** A self-starting, strategic thinker with exceptional communication skills and a deep, authentic commitment to LGBTQ+ advocacy, equity, and inclusion.
- **Education:** Bachelor's degree (or commensurate experience) required; Master's degree in Arts Administration, Non-Profit Management, or a related field is highly desirable.

Compensation & Benefits

Salary range is \$115-135K. GMCW offers an excellent benefits package, including health insurance and a 403(b) retirement plan.

Commitment to Diversity: GMCW is an equal opportunity employer. We vibrantly celebrate diversity and are committed to creating an inclusive environment for all employees. BIPOC, women, transgender and non-binary individuals, and individuals with disabilities are strongly encouraged to apply.

To Apply

Interested candidates should submit a resume and comprehensive cover letter (clearly addressing the Qualifications and Core Competencies) electronically to employment@gmcw.org. Applications will be reviewed as they are received but ultimately must be received by July 31st.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If you are excited about this position but your past experiences do not align perfectly with every qualification, we encourage you to apply anyways!