



Chief Executive Officer

Job Summary

The Chief Executive Officer is responsible for the planning, administrative vision and management of the human and financial resources of the Jazz Arts Group of Columbus (JAG). The Chief Executive Officer (CEO) reports to the JAG Board of Directors through the President of the Board and is an ex-officio member of the JAG Board of Directors. The CEO works directly with the Columbus Jazz Orchestra (CJO) Artistic Director on artistic matters related to the CJO. The Chief Executive Officer also serves as executive and artistic administrator for the Jazz At The Lincoln small group jazz series and consults with Jazz Academy directors to define program direction and opportunities.

Job Tasks, Responsibilities and Authorities

- Establishes policy with the Board of Directors, identifying short- and long-term issues, providing information pertinent to board discussions and decisions.
- Develops long-range and broad-based plans and goals, working closely with JAG Directors, Board, committees and staff to create and implement strategic plans to support business objectives; achieves financial objectives through the development and monitoring of the yearly budget.
- Supervises the preparation of grants, supporting materials and reports for national, state and local government agencies and foundations in consultation with the JAG development staff and the JAG Board of Directors.
- Leads development staff and Board in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving programs; identification and cultivation of donors and other funding opportunities.
- Provides organizational leadership, establishing and improving JAG structure and overseeing the implementation of Board decisions; develops, monitors and enforces JAG policies and procedures.
- Attends all meetings of the Board as well as the Executive and Finance Committees; consults with the Governance Committee to help identify and recruit qualified candidates for Board membership; assists with new member orientation.
- Maintains efficient administrative operations by formulating operational and personnel policies and procedures; recruits, selects, orients, and appraises job results for direct reporting staff.
- Sustains and builds positive labor relations; negotiates labor agreements with Local 103 of the American Federations of Musicians in consultation with the CJO Orchestra Manager and the JAG Board of Directors.
- Promotes positive organizational image as the chief spokesperson for JAG; cultivates relationships with key funding agencies, sponsors, donors, governmental officials and organizations at the local, regional and national level.
- Supports Director of Communications in developing marketing and branding initiatives.
- Works closely with the CJO Artistic Director on programming and associated budget issues; develops plans and proposals and forwards to board.

Supervision

The Chief Executive Officer supervises JAG Directors and evaluates JAG staff; the Chief Executive Officer reports to the Board of Directors of Jazz Arts Group.

Qualifications

- Five to seven years' experience in management, administration or related field with ongoing commitment to increasing knowledge and experience. Master's Degree or equivalent, preferred.
- Proven leadership capabilities, including ability to manage diverse personalities/skill sets in a changing environment.
- Must possess a broad understanding of marketing and development principles, as well as strong planning, finance, communication, presentation, negotiation and organization skills.
- Must demonstrate strong initiative and creative thinking.
- Demonstrated matrix management skills; ability to work with cross-functional teams.
- Exceptional ability to develop positive relationships and lead through influence with various stakeholders.
- Outstanding communicator with excellent presentation and strong written and oral communications skills, including with C suite executives and a Board of Directors.
- Strong program management skills and the ability to structure and manage multiple initiatives simultaneously and drive to completion.
- Demonstrated ability to think strategically.
- Team oriented, collaborative, diplomatic, positive attitude, motivating, dynamic and thoughtful.
- Working knowledge of the history and unique qualities of jazz as well as other art and entertainment forms, preferred.

If you are interested in applying for the CEO position, please forward your resume to the recruiter at mandy.minister@cardinalhealth.com. Please put JAG CEO in the subject line.