

THE JAZZ STATION

The Jazz Station, a performance venue and bar located on West Broadway in the heart of downtown Eugene, is seeking a leader to serve as our first paid Executive Director (ED). For the past 15 years, this local institution and home base for the vibrant jazz scene has operated under the umbrella of the Willamette Jazz Society (WJS), a 501(c)3 non-profit organization powered by a team of 40 passionate, dedicated volunteers and four part-time paid staff. In addition, a community of over 180 paying members provide the core of support.

As an active volunteer-run organization, the WJS Board of Directors is looking to hire our first paid Executive Director (ED). With an interim acting Executive Director already in place overseeing the transition, and a well-run performance venue and organizational infrastructure present, WJS is perfectly positioned to support and nurture the new paid part-time position of Executive Director. Our hopes are that the position can grow into a full-time role as revenues, fundraising, membership and outreach all grow from the benefits of a new ED in place.

WJS Mission: Our mission is to foster a vibrant local jazz scene through concerts and educational programs that encourage our community to love, study and perform live jazz.

Salary and hours: 25 hours a week for an annual salary of \$30,000. 3-weeks paid time off and 5 paid sick days. No health benefits included.

Overall Description:

The Executive Director will:

- Provide organizational vision, leadership, financial management;
- Lead goal setting, regulatory compliance, software infrastructure enhancements
- Oversee staff and work directly with the WJS board
- Serve as the primary lead for effective community and membership outreach.

Responsibilities and Duties:

- Collaborate with the Board of Directors to identify, create and implement strategic plans to achieve organizational objectives.
- Identify, recruit, train and develop a talented team of employees/volunteers who can lead critical departments and manage strategic business functions.

- Monitor company operations and ensure employees/volunteers and business practices comply with regulatory and legal requirements.
- Develop a positive organizational culture focused on the organization's mission, and promote transparency and collaboration throughout the organization.
- Develop partnerships with organization stakeholders, industry regulators and other relevant parties in the local arts community and government.
- Identify potential risks and opportunities within the organization and its environment to protect business interests.
- Identify potential sources of investment and organize fundraising efforts.
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the company's message.

Qualifications:

- Experience in leadership roles within nonprofit or for-profit organizations.
- Experience in developing and managing budgets for organizations.
- Experience in fundraising with corporate and individual gifts.
- Demonstrated competence and experience in a broad spectrum of administrative and general management activities including: financial management, development and fundraising; and excellent collaboration with Board of Directors and staff.
- Experience with collaborative decision-making and ability to work effectively with others.
- Comfortable with delegating responsibilities and overseeing results.
- Excellent oral and written communication skills.
- Must pass a background check.
- Passion for live music performance of all genres a plus.

Please email your resume, cover letter and three references to: treasurer@thejazzstation.org and vicepresident@thejazzstation.org.