



Michelle Whiting & Associates
Executive Search, Development Strategies, Foundation Relations,
And Organizational Advancement for the Nonprofit Sector

CHIEF EXECUTIVE OFFICER



Inspiration Out Loud

PACIFIC CHORALE MISSION & ORGANIZATION

Pacific Chorale has delighted national and international audiences with concerts of great choral music performed at the highest musical standards since 1968. Under the artistic leadership of Robert Istad, the organization produces a series of concerts each year at Segerstrom Center for the Arts, where it serves as the sole resident choir. *The mission of Pacific Chorale is to inspire our community through artistry and innovation in choral music performances and education programs.*

Located in Costa Mesa, California, Pacific Chorale is recognized for exceptional artistic expression, preserving and performing classical choral music as well as presenting stimulating American-focused programming. In addition to its own substantial performance season and long-standing partnership with Pacific Symphony, the Chorale is sought regularly to perform with the nation's leading symphonies, having performed with such renowned American ensembles as the Los Angeles Philharmonic, the Boston Symphony, the National Symphony, San Diego Symphony, Los Angeles Chamber Orchestra, Philharmonia Baroque Orchestra, and Musica Angelica.

The choir consists of 140 members. There is also a subset choir of 40 paid professional singers. Pacific Chorale has toured extensively to over 19 countries - in Europe, South America and Asia – and has collaborated with the London Symphony, the Munich Symphony, L'Orchestre Lamoureux and L'Orchestre de St-Louis-en-l'Île of Paris, the National Orchestra of Belgium, the China National Symphony, the Hong Kong Sinfonietta, the Estonian National Symphony, and the Orquesta Sinfonica Nacional of Argentina.

Pacific Chorale has received numerous awards from Chorus America, the service organization for North American choral groups, including the prestigious "Margaret Hillis Achievement Award for Choral Excellence," the first national "Educational Outreach Award," the 2005 ASCAP "Chorus America Alice Parker Award" for adventurous programming, and the 2015 "Education and Community Engagement Award."



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The Pacific Chorale’s youth education programs have enabled over 1,800 children to encounter choral music—many for the first time. Each year, eight specific education programs, including a summer camp, reach students in 38 public schools throughout the county. Over 63 percent of the students served are from low income households.

Pacific Chorale is a world class company with a diverse \$2 million budget supported by committed individual and institutional donors, a strong team of artistic and professional staff, and an energetic, community-connected Board of Directors. A dynamic Artistic Director has set an exciting vision for the future, and the Pacific Chorale is establishing a three-year strategic plan to support program expansion and future growth.

The successful CEO will have an unprecedented opportunity to have a significant impact on the financial stability of a flourishing and increasingly high profile arts institution.

A committee consisting of board members, stakeholders and the Artistic Director heads the search for the CEO. The committee’s desire is to identify a candidate by Fall 2018, with the new CEO on site as soon as possible thereafter.

THE ROLE OF THE CEO

Pacific Chorale seeks an energetic, creative and experienced arts administrator to leverage the Chorale’s artistic reputation and to elevate and expand board participation in order to significantly increase regional and national fundraising strategies for operational, artistic development, and endowment at this exciting, premier non-profit organization.

The CEO will be a seasoned nonprofit arts leader with the proven ability to grow a musical or performing arts organization and verifiable experience in launching fund development initiatives that support Pacific Chorale’s mission and the Artistic Director’s long range vision. The CEO will possess extensive experience in creative development and fundraising; exhibit strong visionary leadership qualities and will have a career path that includes top-tiered executive experience at one or more nonprofit performing or cultural arts institutions.

The CEO will work with the Board of Directors and Artistic Director to establish and implement a sustainable business model, develop strategic partnerships that enhance and grow the Choir’s presence, membership, fundraising dollars, and earned income over the next phase of the organization’s development. This leadership position will hold the primary staff responsibility for fundraising. The Board envisions the CEO’s duties for the following:



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Fundraising and Resource Development (75%)

Develop and execute realistic short and long-term plans for generating the funds to increase both earned and contributed income, build reserves, achieve long-range financial stability and lay the foundation for future growth.

Cultivate and strengthen new and existing relationships, collaborations and sustain effective relationships with board, staff, members, volunteers, donors, philanthropic foundations, community/political/and business leaders, peer institutions and other stakeholders.

Identify, initiate, nurture, and maintain close relationships with major individual and institutional donors and donor prospects.

Create and monitor a comprehensive annual development plan and budget to achieve Board-approved goals.

Provide primary staff support to the Board of Directors' Development Committee and any special events committees.

Produce and execute major giving plans, including gifts from board members, corporations (sponsorships or donations) and foundations.

Initiate and implement individual giving programs.

Oversee major special events planning, implementation and evaluation.

Provide leadership for staff and contractors in the identification and submission of public, private and corporate grants for the organization, including an annual NEA grant proposal.

Foster and maintain a working knowledge of current and emerging trends and best practices in fund development.

Actively and positively represent Pacific Chorale in the community.

Administrative (15%)

Maintain high levels of employee morale and volunteer engagement; foster a spirit of teamwork among staff, volunteers and other stakeholders; strengthen internal communications and decision-making; and ensure accountability for results throughout the organization.

Focus the organizational structure to ensure that Pacific Chorale has the capacity to execute its artistic vision as well as develop and maintain excellent programs.



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Recruit, select, and supervise administrative leadership. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed but at least annually in writing. Ensure proper maintenance of personnel files.

Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.

Budget (10%)

Provide solid financial management skills with the ability to oversee the financial health of the organization and ensure that earned and contributed income meets budget projections.

Oversee preparation and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; oversee preparation of updated projections based on actual income and expense activity.

Ensure the timely initiation of the annual audited financial statement and corresponding 990.

REPORTING RELATIONSHIPS

The CEO reports to the Pacific Chorale Board Chair, as does the Artistic Director of the organization. The two executives have a business relationship to execute the mission of the organization. The CEO will directly supervise and manage five full-time positions including department heads in finance, operations, marketing, and education.

EDUCATION/EXPERIENCE and CAREER PATH

A minimum of a bachelor's degree is required (though a master's degree or higher is preferred.) The CEO should have an appreciation of choral and classical music. The ideal candidate has seven to ten years of arts fundraising and administration leadership experience in the nonprofit sector (preferably in choral, symphony or classical music) including Performing Arts groups and/or performance venues/presenters.

COMPENSATION

Pacific Chorale offers an industry-competitive salary based on the candidate's experience and qualifications, along with a negotiated executive benefits package. The overall compensation package includes employer paid health insurance, three weeks paid vacation, recognized holidays, plus an organization-wide one-week paid closure during the year-end holidays. There is also a 403 (B) retirement program with a 2 percent match by Pacific Life.



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APPLICATION PROCESS

Pacific Chorale requires the following submission to begin the application process:

- 1.) A cover letter - All candidates are strongly encouraged to develop a cover letter that describes how their qualifications and experiences fully intersect with Pacific Chorale's needs.
- 2.) Resume/CV
- 3.) Compensation requirements

All three attachments must be received; incomplete applications will not be considered. We request that you forward electronic submissions only. All materials may be submitted to:
Michelle@MichelleWhitingandAssociates.com.

No phone calls to Pacific Chorale offices or personnel please. Only principal, qualified candidates will receive a response.

Pacific Chorale is an Equal Employment Opportunity Employer and actively and enthusiastically seeks a diverse pool of candidates.