

Executive Director

JOHNS CREEK SYMPHONY ORCHESTRA

Join a Symphony on the Rise

The Johns Creek Symphony Orchestra is a dynamic and growing professional orchestra located in North Metro Atlanta. With a bold artistic vision under the direction of our new Music Director, JCSO is entering an exciting new chapter of musical excellence and community engagement. We seek a visionary, energetic, and results-oriented Executive Director to lead our organization forward in partnership with our Music Director and Board of Directors.

This is an opportunity for a confident and creative leader to grow an arts organization both artistically and financially, while making a visible impact in one of Georgia's most culturally vibrant communities.

Position Summary

The Executive Director (ED) is the senior administrative leader of the Johns Creek Symphony Orchestra and is responsible for advancing the mission of the organization. Working under the guidance of the Board of Directors and in close collaboration with the Music Director, the ED oversees the strategic, financial, marketing, and operational management of the organization, while serving as the orchestra's primary public representative.

This position requires a blend of big-picture vision and hands-on execution—ideal for a collaborative, forward-thinking leader who is equally comfortable in the boardroom, at the concert hall, and in front of potential donors or community partners.

Fun Facts

- A full-time position with flexible hours
- Work from home, but in-person for concerts, meetings and other events, some of which are on evenings and weekends.
- Reports directly to the board of directors and works closely with the Music Director
- Compensation commensurate with experience
- Target starting date October 1, 2025

Responsibilities

- **Financial** - Oversees establishing budget and managing finances in conjunction with Board Treasurer
- **Strategic Planning** - Manages the organization's strategic plans as established by the Board of Directors
- **Community Relations** - Leads the organization's public relations, marketing, and advertising
- **Development and Fundraising** - Oversees development and fundraising efforts including grants
- **Administrative** - Coordinates work space, software, cloud-based services, web site, and other utilities as needed
- **Reporting** - Coordinates required reporting to federal, state, and local agencies
- **Outreach** - Directs the organization's outreach and educational initiatives
- **Supervisory Responsibilities** - Manages the activities of the Operations Manager, Fundraising and Marketing Administrator, and Librarian staff positions, and work closely with the (Musician) Personnel Manager.

Basic Qualifications

- A bachelor's degree or five years of commensurate experience
- Being a dynamic and charismatic team player who enjoys being the public face of an organization
- Excellent verbal and written communication skills, including public speaking
- Being a people-centered leader with the ability to cultivate strong relationships
- A creative mindset with an innovative approach to planning
- The ability to prioritize responsibilities in a way that best serves organization
- Business proficiency in current desktop and online applications, such as word processing, email, and spreadsheets
- Nonprofit grant writing

Skills & Experience Preferred

- Five years of leadership experience in a non-profit with specific experience in public relations, marketing, and fundraising
- Five years of successful leadership experience with music and/or performance arts
- Proven success working with a Board of Directors
- Social media experience at an organization
- Experience with donor management systems
- Experience with ticketing systems
- Negotiation skills

To Apply

Interested candidates should submit a cover letter and résumé to edsearch@johnscreeksymphony.org.