



www.kneisel.org

EXECUTIVE DIRECTOR POSITION

October 1, 2022

Located in the coastal village of Blue Hill, Maine, the Kneisel Hall Chamber Music School and Festival is an intense and rigorous music school for fifty-one fiercely gifted young artists, which runs as a residential program for seven weeks every summer. We also offer a ten-week summer faculty and guest artist concert series and serve as a chamber music advocate through many outreach programs.

Founded in 1902, Kneisel Hall is a not-for-profit 501(c)(3) corporation that has been called "the cradle of chamber music teaching in America." Our mission is to foster the art of chamber music through teaching and performance in an intimate environment steeped in tradition and artistic excellence. We exist to enrich the artistic skills of our students and the cultural life of our surrounding community at the highest levels of ensemble performance.

The Board of Trustees seeks highly qualified candidates available to begin on or before January 1, 2023. The successful candidate will bring passion and dedication to the work. A current or developing connection with the Blue Hill Peninsula community will be considered a strong asset.

The Executive Director is the Chief Executive Officer of Kneisel Hall and reports directly to the Board of Trustees. The Executive Director oversees the implementation of the Kneisel Hall mission and operating policies as established by the Board. The Executive Director exercises a high degree of independent decision-making authority but advises the President of the Board of Trustees and/or the Executive Committee of the Board of Trustees, in advance, of significant decisions.

The Executive Director collaborates in tandem with the Artistic Director and is responsible for all non-musical aspects of the School and its related programs, including, but not limited to the following:

PROGRAM PLANNING, DEVELOPMENT, AND IMPLEMENTATION

Provide leadership in strategic planning to ensure the long-term viability of the School's mission and reflect priorities as defined by the Board of Trustees.

Develop, maintain, and implement an annual calendar of goals and tasks to guide the work of the administration and support program excellence and financial viability.

In collaboration with the Artistic Director, and in accordance with the organizational strategic plan, develop and implement all aspects of the School and Summer Festival program.

INTERNAL AND EXTERNAL RELATIONS

Serve as the public face of the organization. Communicate regularly and effectively with all constituencies and stakeholders: students, staff, faculty, donors, the larger Blue Hill Peninsula community, as well as the wider world of music, via personal correspondence, the media, website, social media. etc.

FINANCIAL MANAGEMENT

With the Business Manager and Board Treasurer, develop, oversee and provide primary management responsibility for the organizational budget, with close attention to revenues and expenses.

With the Business Manager and Board Treasurer, provide comprehensive financial reporting to the Board throughout the year, as requested.

With the Business Manager and Board Treasurer, facilitate audit requirements as defined by the board.

With the Business Manager, ensure organizational compliance with all external financial reporting requirements.

INSTITUTIONAL ADVANCEMENT, FUND AND CAPITAL DEVELOPMENT

Using current best practices, ensure sufficient resources, both financial and relational, through the cultivation and solicitation of individual donors and grant making organizations, the management of successful annual campaigns, and the management and implementation of future capital campaigns.

Schedule, organize and supervise all events, both on and off campus, including sale of paid events.

ADMISSIONS AND STUDENT LIFE

Enrolls and orients the Young Artists identified and offered admissions by the Artistic Director.

Supervise all aspects of student and residential life to establish and maintain a healthy, safe, successful and supportive program for Young Artists.

PERSONNEL

Hire and supervise non-teaching staff (i.e., business manager, seasonal chef, facilities and grounds caretaker, seasonal box office manager, etc.)

Responsible for managing contracted services for the campus.

FACILITIES MANAGEMENT AND MAINTENANCE

Maintain a comprehensive schedule of facilities management and maintenance, including projected expenses.

Provide year-round oversight of facilities and grounds, including hiring of all staff and contractors and maintenance, repairs and new construction.

ADMINISTRATIVE EXCELLENCE

Work closely with Business Manager to ensure the accuracy and timeliness of organization records and necessary external filings.

Annually review insurance coverage and report adequacy to Board of Trustees.

Ensure compliance with all applicable federal, state, and local legal requirements.

The Board of Trustees will consider applicants from a range of backgrounds and experiences who meet the following criteria of experience and personal characteristics:

Experience:

- Non-profit management, along with institutional advancement and fund development;
- Events planning, management and implementation;
- Administrative work in a high energy environment;
- Financial management, including budgeting and financial reporting;
- Supervisory, staff and others;
- Leading within a collaborative environment;
- Working with a committed Board of Trustees.

Characteristics:

- Collaborative and collegial leadership style;
- Problem-solving skills and the ability to foster consensus;
- Attention to detail;
- Fluent and effective communications skills;
- The ability to work in close cooperation with the Artistic Director; and
- A “can do” approach to problems and opportunities.

The position requires four months in Maine during the height of the Festival Season (mid-May through Mid-September). The remaining eight months, which are devoted to donor relations, fund development, and next season planning may be accomplished remotely. Salary and benefits are competitive.

Interested candidates should mail or e-mail a *curriculum vitae* and a narrative of how they envision the position as it fits their skills, background and interests to the President of the Board of Trustees:

Jeffrey A. Kehl

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Kneisel Hall is an equal opportunity employer. We welcome applicants of all races, ethnicities, ages, national origins, religions, creeds, genders, gender orientations and gender identities, abilities and disabilities, and any other protected characteristics. We embrace equity, inclusion and diversity as essential values.