

Position Opening: General Manager

About the Organization

Les Délices (pronounced *Lay day-lease*) explores the dramatic potential and emotional resonance of long-forgotten music. French for *The Delights*, Les Délices is a period-instrument chamber music ensemble with an established reputation for unique programs that are “thematically concise, richly expressive, and featuring composers few people have heard of” (New York Times). Founded in 2009, Les Délices performs eight to ten concerts per year in their local Cleveland series, presents a range of free community programming, tours nationally, and has produced three commercial CDs. Les Delices consistently receives exceptionally positive reviews. For more information, please visit www.lesdelices.org.

Position Overview

The General Manager will conduct the organization’s business operations while working together with the Artistic Director to leverage organizational strengths to meet strategic goals and position the organization for future growth. The General Manager may work remotely and determines his/her own hours although he/she is required to attend various meetings in the office and other locations and to work at all local concert performances. Some evening and weekend work will be required. It is expected that the General Manager will work an average of 25-30 hours per week for 48 weeks per year.

Position Responsibilities

- *Fund Development* – Research, write, and manage deadlines for grants and reporting. Generate and mail solicitation letters, maintain donor database, prepare all acknowledgment letters, prepare contribution reports.
- *Marketing* – Manage creation, distribution, and deadlines for marketing materials/efforts and oversee box office.
- *General Administration* – Create and monitor budgets, record credit card financial transactions in Quickbooks (cloud-based), log in checks sent to the office and prepare bank deposits, review invoices for accuracy, maintain all paper financial files.
- *Event Production* – Coordinate logistics and contracts for all local performances, make travel arrangements for tours.
- *Volunteer Coordination* – Recruit, train and supervise volunteers who assist at concerts.

Qualifications

- *Education*: Bachelor’s degree required; master’s degree desirable.
- *Work experience*: Demonstrated experience and success in grant writing and grant management. Experience in arts management and/or non-profit sector desirable.
- *Software proficiency*: Salesforce CRM, Microsoft Office, Dropbox, Googledocs, social media applications required. Quickbooks Online, WordPress, or similar desirable.
- *Knowledge and skills*: Excellent written and oral communication skills; understanding of grant application process and ability to develop application strategies; facility for creating engaging and persuasive grant application documents; ability to write dynamic, persuasive advertising copy; ability to plan events and oversee all aspects of implementation; understanding of leveraging social media for business; facility for learning new software.
- *Personal characteristics*: detail-oriented, efficient, and well-organized; ability to work independently, solve problems creatively, and meet deadlines; positive attitude and enthusiasm for helping a start-up organization grow; time flexibility particularly during concert weeks.

**To apply, email cover letter and resume by Jan 5, 2018 to:
Debra Nagy, Artistic Director, at info@lesdelices.org**