



Operations Manager

The Arlington Chorale – composed of a 90-voice auditioned adult chorus and Performers With Purpose, a youth ensemble – is seeking a part-time Operations Manager to work with the Artistic Director and Board of Directors (Board). This role will be responsible for implementing strategies to support the operations, growth, and sustainability of the organization. The Operations Manager will play a key role in managing the day-to-day operations and administrative needs of the Chorale. The Chorale is in an exciting stage of growth as it expands its community engagement, develops new partnerships with local non-profits, and focuses on diversity, equity, and inclusion initiatives. Under the leadership of Dr. Ingrid Lestrud, the Chorale performs a diverse repertoire that includes well-known masterworks with orchestra, culturally responsive pieces by living composers, and new commissions.

The Operations Manager will work closely with the Artistic Director and Board in the following areas:

Operations

- Work with the Artistic Director and Fundraising Committee to execute comprehensive fundraising strategies to support the financial needs of the Chorale, including individual giving, corporate sponsorships, grant writing, and special events.
- Ensure effective donor communication through gift acknowledgments and stewardship.
- Implement annual fundraising campaigns and other campaigns as necessary, in collaboration with the Board's Fundraising Committee.
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- Create program and promotional materials for concerts.
- Work with the Marketing Committee to develop and execute annual marketing strategy. Coordinate a communications calendar across earned and paid media, email, social media (managed day-to-day by Social Media Coordinator), and print.
- Manage logistics for concert cycles, including sending payments to venues and musicians and managing travel logistics.

Administrative Duties

- Manage a calendar of grants and keep up to date with active proposals, reporting requirements, and new funding opportunities.
- Maintain the integrated Customer Relationship Management (CRM)/ticketing platform to support ticket sales and donations.
- Attend all TAC concerts and serve as point person in the front of house for concerts.

- Manage logistics and other administrative duties as necessary.

Minimum Qualifications:

- Proficiency in Microsoft Excel, Microsoft Word and Google Workspace required. Experience with CRM software desirable.
- At least 3 years prior experience in a similar operations role with a non-profit organization.
- Bachelor's degree in marketing, communications, arts administration, or a related field OR equivalent experience.
- Self-motivated and proactive.
- Willing to provide writing samples.

The ideal candidate will bring:

- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks and deadlines.
- Strong interpersonal and relationship-building skills, with the ability to engage and inspire donors, sponsors, volunteers, and community members.
- Excellent written and verbal communication skills.
- A passion for and experience in helping small non-profit organizations achieve their mission and potential through strategic operations, creative, high-caliber artistry, and deep community engagement.
- Experience writing and editing content for grant applications.

Role Details

- Time commitment and hours: Approximately 15 hours per week, with some evening and weekend commitments including concerts, donor events, and other special events. Occasional Board meetings (typically Wednesday evenings every other month). Many hours are flexible and vary according to the season calendar.
- Compensation: \$20,000. This position is an independent contractor position and does not offer benefits.
- The Operations Manager reports directly to the Artistic Director and ultimately to the Board.
- This position is based in the Arlington, VA area.

To Apply

- Please submit a cover letter, resumé, and list of three references to info@arlingtonchorale.org by March 14, 2025.