

Executive Director (Part-Time)

Organization: The Zia Singers

Location: Santa Fe NM

Employment Type: Part-Time (est. 10 hours/week)

Reports To: Chair of the Board

Compensation: \$1,500 per month

About Us

The Zia Singers is a female community singing ensemble dedicated to promote the joy of women's choral singing through public performance, education, and outreach.

Position Summary

The Executive Director (ED) is the organization's primary administrative and fundraising leader, responsible for the financial health, donor relationships, external communications, and event execution that allow the artistic mission to thrive. This is a part-time role ideal for a highly organized, relationship-driven professional who can balance strategic fundraising with hands-on event and communications work. The ED partners closely with the Artistic Director, the President of the Chorus and the Chair of the Board of Directors but does not oversee musical or artistic decisions.

Key Responsibilities

Fundraising & Development (40%)

- Design and execute an annual fundraising plan, including individual giving, corporate sponsorships, grants, and special campaigns
- Identify, cultivate, solicit, and steward individual donors and major gift prospects
- Research and write grant proposals and reports for foundation and government funding
- Maintain and grow a donor database, tracking gift history, communications, and renewal timelines
- Set and monitor annual fundraising goals in partnership with the Board

Donor Relations & Stewardship (20%)

- Develop and maintain personal relationships with key donors, sponsors, and community partners
- Create a donor stewardship calendar (thank-you letters, recognition events, impact updates)
- Manage donor recognition in programs, on the website, and at events
- Respond promptly and personally to donor inquiries

Communications & Marketing (20%)

- Oversee external communications, including newsletters, social media, press releases, and website content
- Craft messaging that connects the organization's mission and impact to fundraising appeals
- Coordinate marketing for concerts and events to drive ticket sales and public awareness
- Serve as a public-facing representative of the organization at community functions

Event Planning & Execution (15%)

- Plan and manage logistics for fundraising events (galas, donor receptions, cultivation events)
- Coordinate concert-related logistics that intersect with administration (venue contracts, front-of-house, program printing)
- Recruit and manage event volunteers and committees
- Track event budgets and post-event evaluation

Organizational & Board Support (5%)

- Prepare financial summaries, fundraising reports, and dashboards for Board meetings
- Attend and report at Board meetings; serve as a resource to Board fundraising committees
- Support basic financial administration (budgeting, expense tracking) in coordination with the Treasurer/bookkeeper

Qualifications

Required:

- 3+ years of experience in nonprofit fundraising, development, or nonprofit management
- Demonstrated success securing individual gifts, sponsorships, and/or grants
- Strong written and verbal communication skills
- Event planning experience
- Proficiency with donor database/CRM tools and office software
- Ability to work independently and manage competing priorities on a part-time schedule
- Availability for evening/weekend hours around concerts and events

Preferred:

- Experience working with a choir, arts organization, or other volunteer-driven nonprofit
- Familiarity with grant writing and reporting for foundations or government sources
- Experience with email marketing and social media platforms
- Background or personal interest in choral/vocal music (not required, but a plus)

What Success Looks Like

- Growth in the annual fundraising total and donor retention rate
- A well-maintained, up-to-date donor database and communication cadence
- Smooth, well-attended fundraising and concert events
- Strong, positive relationships with donors, sponsors, and community partners
- Clear, timely reporting to the Board

To Apply

Please submit a resume and cover letter describing your relevant fundraising and nonprofit experience to **chair@theziasingers.com**.

Applications will be reviewed on a rolling basis until the position is filled. The Zia Singers is an equal opportunity employer and welcomes applicants of all backgrounds.