

EXECUTIVE DIRECTOR



Employment: Full-time

Location: Dearborn, MI (some remote work possible)

Compensation: up to \$50,000 annually, commensurate with experience. This role does not include employer-provided benefits. The organization is open to discussing the overall compensation structure with the successful candidate based on experience and circumstances.

Dearborn Symphony is seeking an **energetic, organized and community-minded Executive Director** to lead the day-to-day operations and continued growth of one of Michigan's leading community symphonic organizations.

For more than six decades, Dearborn Symphony has brought exceptional live orchestral music to audiences throughout Dearborn and southeast Michigan. The organization is entering an exciting period of growth and seeks a hands-on leader who is passionate about the arts and excited by the opportunity to make a meaningful difference in a small, highly collaborative nonprofit.

About the Position

The Executive Director is responsible for the **overall day-to-day management of Dearborn Symphony**, working closely with the Board of Directors, Music Director & Conductor, musicians, staff, volunteers, and community partners.

This is a **hands-on position with a lot of variety**. The Executive Director provides leadership and coordination across fundraising, marketing, finances, concert production, administration, community engagement, and organizational planning.

You won't be sitting in an office managing departments. You'll be part strategist, part relationship builder, part problem solver and, at times, the person who simply makes sure the details get done.

The Executive Director will:

- Manage the organization's day-to-day operations and annual calendar.
- Work with the Board to establish priorities, develop the annual budget, and advance organizational goals.
- Oversee financial activity and help ensure the organization remains financially healthy and sustainable.
- Lead fundraising, donor relations, grant writing, and sponsorship development with support from Board members and volunteers.
- Develop and oversee marketing, communications, audience development, and ticket-sales strategies.
- Coordinate the administrative and logistical details of the concert season in partnership with the Music Director, musicians, and production personnel.
- Maintain relationships with the City of Dearborn, community organizations, funders, sponsors, media, and other partners.
- Supervise administrative staff and coordinate the work of independent contractors and volunteers.
- Support education, youth, and community engagement programs.

- Serve as a professional and enthusiastic public representative of Dearborn Symphony.
- Identify opportunities to improve the organization's systems, visibility, financial position and connection with the community.
- Attend concerts, special events and other activities as needed.

Who We're Looking For

We are looking for **a person with initiative, curiosity, and a genuine passion for the arts**, not necessarily someone who has already done every part of this job.

The ideal candidate will:

- Be organized, dependable, and comfortable managing multiple priorities.
- Communicate clearly and build strong relationships with a wide range of people.
- Be comfortable working independently and taking initiative.
- Have strong writing and communication skills.
- Be comfortable with budgets, financial information, and basic business operations.
- Have an interest in fundraising, marketing, and community engagement.
- Be comfortable learning new technology and administrative systems.
- Be willing to roll up their sleeves and handle both big-picture planning and everyday details.
- Bring professionalism, good judgment, and a positive attitude to their work.
- Have an appreciation for music and the role the arts play in a vibrant community.

Experience in nonprofit management or arts administration is helpful, but it is not required. We are more interested in finding the right person than checking every box on a résumé.

A bachelor's degree or equivalent professional experience is preferred.

Why This Opportunity?

Dearborn Symphony is a **small organization with a big presence**. The Executive Director has the opportunity to see the results of their work firsthand: from the first conversation with a donor to the lights coming up on opening night.

This position offers an unusual level of **responsibility, variety, and opportunity to make a difference**. The person who steps into this role will have the opportunity to shape the organization's next chapter while working alongside talented musicians, an engaged Board, dedicated volunteers, and a supportive community.

If you are someone who **cares deeply about the arts, enjoys making things happen and wants your work to matter**, we would like to hear from you.

Application Procedure: Submit a letter of interest and résumé with the subject line "Executive Director Search" to jclements@dearbornsymphony.org

Deadline: Priority will be given to applications received on or before **September 18, 2026**. Interviews will be conducted on a rolling basis until this or a similar position is filled.