



POSITION SPECIFICATION

POSITION TITLE: Executive Director

LOCATION: Nashville, TN

ORGANIZATION: International Bluegrass Music Association (www.ibma.org)

The International Bluegrass Music Association, or IBMA, is a 501(c)(3) nonprofit association that exists to connect and education bluegrass industry professionals, empower the bluegrass community and to promote and market the genre worldwide. Formed in 1985 in Owensboro, KY, the IBMA has evolved into a thriving organization that boasts more than 2,200 members in 50 states and 30 countries around the world who are passionately involved in the business and community of bluegrass music.

In 2003, the IBMA offices relocated to Nashville, TN and soon thereafter the World of Bluegrass, a combination business conference, artist showcase, awards show and music festival, soon followed. The organization remains headquartered in Nashville, but the World of Bluegrass annual event moved to Raleigh, NC in 2013 resulting in tremendous growth providing even more opportunities for expanding professional networks, learning the latest in industry best practices, and discovering new bluegrass music.

Ultimately, the organization operates to serve its membership. In addition to the IBMA World of Bluegrass event, this is accomplished through initiatives such as Leadership Bluegrass, IBMA Kids on Bluegrass and Youth Council, IBMA Trust Fund, and a number of member-based operating committees dedicated to furthering the mission of the association. The IBMA communicates with members and the entire bluegrass community in a number of ways, include regular e-newsletters, informative e-blasts, and social media channels that now have over 118,000 combined followers.

RESPONSIBILITIES:

The Executive Director for the International Bluegrass Music Association is a key leader driving goals and objectives as well as working with the board of directors to shape and articulate the overall strategic plan for the organization. In essence, the Executive Director provides overall leadership, direction and guidance of IBMA's activities. The Board of Directors is seeking a strong leader, one who can evaluate the effectiveness of the organization's operations, develop and maintain organizational structure as well as oversee and develop staff. The Executive Director will also represent the IBMA to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public. In addition to ensuring the day-to-day success of the operations, the Executive Director will also work strategically to position the IBMA for future growth, sustainability and relevance. Responsibilities include the following:

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LEADERSHIP:

- Manages all aspects of IBMA World of Bluegrass including both internal functions and those contracted to others
- Oversees efforts to grow membership and serve members to ensure their needs are met
- Provides oversight of all other programs and goals
- Acts as the spokesperson for organization
- Develops and implements operational plans, policies, and goals that further strategic objectives
- Attends Board Meetings as an ex-officio member
- Executes board-approved policies
- Efficiently maintains a competent and effective staff
- Provides leadership to organization personnel and contractors through effective objective setting, delegation, and communication
- Ensures that appropriate salary and wage structures are maintained
- Delegates authority and responsibility to staff and contractors
- Oversees the execution of established office procedures
- Ensures that job descriptions are current
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed

FINANCIAL:

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Signs all checks and obtains secondary signature when required
- Ensures the preparation of the annual budget for board approval
- Facilitates fundraising activities including short- and long-term sponsorship relationships
- Creates diversified income streams

MANAGEMENT:

- Ensures administrative staff remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the organization
- Maintains an effective and cost-efficient office environment

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- Determines staff training and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations
- Submits all information, reports and records as requested or required by law to appropriate government officials and/or the board of directors

EXPERIENCE AND KNOWLEDGE DESIRED:

- Bachelor's degree in Business or other relevant field
- Experience leading an organization or department to include hiring, developing and directing staff, setting organization objectives and managing a budget
- Experience leading a 501(c)(3) or 501(c)(6) a plus but not a requirement
- Experience in development and fundraising in a nonprofit organization a plus
- Experience working with a Board of Directors a plus
- Experience setting and achieving financial goals and productivity agendas
- Strong leadership skills
- Strong planning skills
- Working knowledge of bluegrass music, the industry and stakeholders as well as an overall understanding of the broader music industry
- An excellent communicator, both written and verbal
- Familiarity with Diversity, Equity, and Inclusion priorities and initiatives
- Creative, flexible and adaptable
- Strong organizational and execution skills
- A relationship builder
- Results-oriented
- Proven problem-solving skills
- Leadership skills to translate strategy into specific goals and objectives

COMPENSATION:

The salary range for the position is \$85,000-\$90,000. This figure does not include IBMA's benefits package of health, vision, and dental insurance and a matching percentage toward a 401k retirement account.

CONTACT INFORMATION:

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