



Executive Director

Title	Executive Director
Location	Denver, Colorado (hybrid)
Reports to	Board of Directors

Who we are

Inside the Orchestra (IO) is a 501(c)(3) nonprofit organization. The mission of Inside the Orchestra is to bring music to children, cultivating music appreciation and enhancing their education through engaging, interactive experiences with orchestral music.

IO's unique and interactive programs are designed to plant the seeds for life-long appreciation of music and performing arts, as well as to fill in gaps in music education provided by the educational system. IO provides large-scale immersive, interactive educational concerts for children 12 and under, through in-school programming and in programs open to the public. IO also provides smaller group performance programs, educational sessions, lesson plans, and curated activities for teachers and individuals to engage children with music and the performing arts. In a typical year, IO provides in person programs to over 20,000 people.

IO is committed to providing high-quality childhood arts programming, in English and multilingual formats, to racially and economically diverse communities. Our organization prioritizes hiring and partnering with exceptional professional artists and organizations, in order to create dynamic programming that helps kids step into the world of the arts. IO is known for being inclusive and equitable – putting the needs of children first – and taking down barriers that can exist between the audience and the orchestra. Orchestra music is for everyone, and IO is dedicated to reimagining its place in our community.

IO has received national recognition and funding from Bloomberg Philanthropies and the National Endowment for the Arts. IO has been awarded "Best of Denver" recognition from Westword for both in-person and separately for online programming. Since March 2020, students, teachers, and educators from around Colorado, throughout the US, and around the world have joined IO online for virtual programming. In fall 2022, IO debuted its first "Inside the Story" project. This multi-year project was created in collaboration with Lighthouse Writers Workshop and Art Students League of Denver and featured bilingual programming, books, concerts, and arts experiences for young people.

Inside the Orchestra is honored to be one of the local nonprofits recognized as a Scientific & Cultural Facilities District (SCFD) Tier III Arts and Cultural organization.

Position Overview

The Executive Director (ED) serves as the chief executive of Inside the Orchestra (IO) and, in partnership with the Board of Directors, is responsible for the overall leadership, strategic direction, financial sustainability, and operational success of the organization. The ED leads implementation of the organization's three-year strategic plan and manages day-to-day operations in accordance with Board-approved policies and priorities.

The ED leads the organization collaborating with the Program Director, Conductors, Board of Directors, the Denver Musicians Association (DMA), contractors and volunteers. The ED fosters a culture that supports artistic excellence, organizational effectiveness, and mission-driven decision-making. The ED will:

- **Serve as the organization's primary ambassador** and chief fundraiser, cultivating relationships with donors, corporate and community partners, government agencies, board members, and other stakeholders to expand resources, strengthen partnerships, and increase the organization's visibility and impact.
- **Provide visionary leadership** to advance Inside the Orchestra's mission, execute the strategic plan, and ensure the organization's long-term financial and operational sustainability.
- **Lead the organization** by fostering a collaborative, high-performing culture; overseeing staff, operations, and financial management; and ensuring organizational excellence in support of artistic and educational programming.

About the Role Development:

- Lead fundraising strategy, including donor cultivation, stewardship, and engagement across individuals, corporate sponsors, foundations, and government funders (e.g., SCFD, NEA).
- Manage fundraising events and special campaigns.
- Build and maintain relationships with partner organizations to expand revenue opportunities.
- Support and drive major and small donor campaigns, with emphasis on major gifts.

Marketing and PR:

- Develop and implement marketing and public relations strategies focused on ticket sales, donor engagement, and brand awareness.
- Lead strategies to increase ticket sales, school registrations, earned income, and brand visibility.
- Oversee the quality and design of print and digital marketing materials, newsletters, and social media content.
- Manage and advise on website design, content, and maintenance.
- Serve as primary spokesperson for the organization at public events, engagements, and with the media.
- Represent the organization externally and address Media inquiries as needed.

Budget and Financial Management:

- Lead annual budget development and board approval in partnership with the finance committee.
- Ensure financial planning and budgeting align with organizational strategic priorities.

- Oversee bookkeeping, financial reviews, 990 preparation, and financial forecasting in coordination with the CPA.
- Review monthly financial reports and manage adjustments to the operating budget as needed.

Staff Leadership and Management:

- Lead, develop, and retain operational and program staff, interns, and performers in collaboration with staff and conductors.
- Collaborate with the Denver Musicians Association (DMA) on annual collective bargaining agreements and musician relations.
- Establish and implement policies, procedures, and practices that support a positive organizational culture and morale.
- Ensure staff have clear roles, expectations, and performance goals.
- Build and maintain a high-performing team through effective hiring, development, evaluation, and retention practices.

Programming and Audience Development:

- Oversee repertoire selection and program design in collaboration with the Program Director.
- Develop strategic partnerships to expand programming, community engagement, and audience participation.
- Build collaborative partnerships and initiatives that broaden access to performances and educational programs.

Board of Directors:

- Support the board in facilitating board and committee meetings.
- Serve as staff liaison to select board committees.
- Provide timely, accurate communication and reporting to support informed board decision-making.

Qualifications:

We'd love to hear from you if you have/are:

- Experience in major donor development, earned revenue growth, event-based fundraising, and strategic partnership building.
- Demonstrated success leading a nonprofit, public sector, or private sector organization at the executive or division-head level.
- People-oriented and resourceful leader with a proven ability to develop innovative ideas and deliver measurable results.
- Professionalism, and relationship-building across diverse groups and stakeholders.
- Strong written and verbal communication skills with the ability to engage artists, community partners, business leaders, and staff.
- Proficiency with Microsoft Office, WordPress, Google Analytics, and social media platforms including Facebook, Instagram, and LinkedIn.

Preferred experience in the arts sector in metro Denver and/or Colorado, familiarity with metro Denver schools, and knowledge of the SCFD grant process.

Equal Opportunity Employer:

Inside the Orchestra celebrates diversity and lives its core value of increasing equity among metro Denver's communities. Our Board of Directors and staff are committed to creating an inclusive environment for all employees.

Inside the Orchestra is an Equal Opportunity Employer. We comply with all applicable federal, state, and local laws, including the Colorado Anti-Discrimination Act (CADA). We do not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, genetic information, marital status, veteran status, or any other protected characteristic under applicable law. We provide equal opportunities in all employment practices, including recruitment, hiring, training, promotion, compensation, benefits, and all other terms and conditions of employment.

To Apply for this Position:

Please submit a resume, cover letter (optional) or any other relevant material to employment@insidetheorchestra.org with the subject line: Executive Director Search. References should be made available upon request. Inside the Orchestra will be accepting resumes until September 30, 2026.

Questions:

To learn more about this position and the organization, interested candidates may email questions to employment@insidetheorchestra.org.

Salary Range: \$90,000 to \$100,000. Salary will vary based on applicant's education, experience, skills, and abilities, as well as internal equity and alignment with market data.

Benefits: The benefits package includes generous time off, health insurance with 100% of premium paid by the employer, and Simple IRA with 3% match.