

Executive Director

Reno Chamber Orchestra

The Reno Chamber Orchestra creates intimate, inspirational musical experiences through vibrant performances and community engagement. As the Executive Director, you will serve as the operational and strategic anchor who ensures that artistic excellence is supported by thoughtful planning, clear communication, and outstanding stakeholder engagement. You partner closely with artistic leadership and the Board to align vision, resources, and community impact—creating an environment where donors feel valued and inspired to deepen their investment, audiences feel connected, partners feel supported, and the Board feels informed and confident in the organization’s direction.

You are a relationship-centered leader who believes that every interaction is an opportunity to create a meaningful and memorable experience, recognizing that the quality of each interaction directly shapes the organization’s reputation, sustainability, and long-term success.

What You Will Do:

Drive Revenue Growth

- Lead contributed revenue strategy (individual, corporate, foundation, and grants).
- Identify, write, or direct grant applications.
- Plan and execute fundraising events with Board and volunteer support.
- Identify opportunities to grow donor and community contributions.
- Oversee ticket revenue strategy while balancing artistic ambition with fiscal responsibility.
- Serve as the final decision-maker when artistic plans and financial realities conflict.

Lead Financial Strategy and Accountability

- Develop and manage the annual operating budget in collaboration with the Finance Committee.
- Maintain strict budget discipline and proactively address variances.
- Oversee accurate financial reporting, including monthly reports.
- Supervise bookkeeping and ensure fiscal transparency.
- Ensure compliance with federal and state law applicable to non-profits.

Lead Staff and Volunteers

- Hire, supervise, and develop full- and part-time staff.
- Optimize limited staffing resources; step in operationally when needed.
- Engage and manage Board members and volunteers as force multipliers.

- Reorganize staffing structures as appropriate with Board approval.

Partner with the Board

- Maintain continuous, transparent communication with the Board.
- Ensure compliance documentation (conflict of interest, policies, signatures).
- Maintain governance records and centralized digital document control.
- Track Board terms and manage selections in accordance with bylaws.
- Utilize the experience of the Board when facing decisions where artistic plans and financial realities conflict.

Oversee Musician Relations

- Ensure musicians are contracted and compensated appropriately.
- Lead Collective Bargaining Agreement negotiations with AFM Local 368.
- Balance musician interests with long-term financial sustainability, leveraging your strong relationship with the players committee.
- Ensure compliance documentation is completed and maintained.

Strengthen Community Impact

- Oversee education and outreach programs with a clear revenue-aligned strategy.
- Position outreach as both mission-driven and financially responsible, leveraging local music programs and art enthusiasts.
- Find new partners and audiences to engage, with a focus on revenue growth.

What You Bring:

- Experience with fundraising, donor cultivation, and grant development.
- Proven nonprofit or arts administration leadership experience.
- Advanced financial literacy, including budgeting, reporting, and regulatory compliance.
- Strong negotiation skills, ideally including union or CBA experience.
- Executive-level communication skills and high emotional intelligence.
- Operational discipline combined with strategic thinking.
- Comfort operating in lean environments with limited staff resources.
- Willingness to learn the classical music ecosystem if not already experienced.

You are the integrator at the center of three constituencies: Board, artistic leadership, and musicians. No one group alone can fulfill the mission. You ensure they move in alignment.

You are the steward of sustainability.

You are the operational backbone behind artistic excellence.

You make the music possible.

Salary & Benefits:

- Salary range \$65,000 - \$ 80,000 commensurate with experience
- Health insurance
- 403B retirement option
- Generous paid time off

To Apply:

- Please submit your RESUME, LETTER OF INTEREST, and LIST OF THREE PROFESSIONAL REFERENCES to RCO.EDSearch@gmail.com