



Organization Summary

Jazz Education Network (JEN) is dedicated to building the jazz arts community by advancing education, promoting performance, and developing new audiences. Founded in 2008, JEN is a leading international Jazz organization, serving over 4,200 members, and impacts more than 30,000 individuals each year. JEN members include educators, students, professional musicians, researchers, music industry professionals, and jazz enthusiasts.

JEN produces an annual conference for the Jazz community, which includes the JENerations Jazz Festival, Young Composers Showcase, Sisters in Jazz Collegiate Combo Competition, Scholarship program, Jazz Research Journal, and produces year-round content available to its members and the general public.

JEN is governed by a 17-member board of directors elected by members and led by Board President Lonnie Davis. The FY21-22 financials had total revenues of \$835,096 and expenses of \$623,385; prior to the COVID-19 pandemic, JEN had total revenues averaging \$780,000 and expenses averaging \$630,000. JEN has one full-time staff member, four part-time staff members, and 1 contractor. JEN has a large network of volunteer support, with upwards of 250 volunteers actively serving the organization per year.

Position Summary

The Executive Director (ED) will serve as the head of the organization and will champion jazz education and artistry at all levels, ensuring that the organization achieves its mission and financial objectives. Reporting to the Board of Directors, the ED will serve as a collaborative leader, building on the 14-year foundation of success and strengthening JEN to ensure the support of its members and strategic direction as a professional membership organization. Collaborating across the field and building authentic relationships, the Executive Director will serve as an ambassador who supports JEN's national and international visibility while cultivating opportunities for advancing education, promoting performance, and developing new audiences. This individual will work in partnership with the board to establish relationships and financial resources while educating, engaging, and energizing the board in its responsibilities.

Roles and Responsibilities

Strategic Vision:

- Propel JEN into the future by developing sustainable strategic, measured, and mission-aligned pathways for new relationships, programs, and revenue possibilities.
- Demonstrate a collaborative leadership style in a wide range of communities and settings that inspire internal and external stakeholders to participate in JEN's future.
- Embrace the principles of equity, diversity, inclusion, and access to ensure an organizational culture that respects different perspectives and nurtures an environment of antiracism, goodwill, and empowerment.
- Develop and steward strong working relationships with members, outside advisors, and experts in the field.
- Support communications initiatives that increase overall knowledge of and support for JEN, its programs, and strategic growth globally.

Staff and Program Management:

- Provide leadership and manage the JEN staff: Programs & Marketing Director (FT), Development

- Director (PT), Member Support & Program Manager (PT), and Conference Coordinator (PT).
- Maintain an effective and collaborative community of staff, board, volunteers, artists, and industry partners.
 - Develop and maintain sponsors and patron relationships.
 - Provide leadership and assistance to the staff/team and board members.
 - Oversee, streamline, and improve staff performance.
 - Oversee and execute special projects with staff/team and committee members.
 - Recognizing needs, seeking out contractors and contracted services to fill those needs.
 - Oversee and execute special projects with contracted service providers and staff when beyond the skill set and scope of existing staff.
 - Develop and maintain positive relationships with industry stakeholders
 - Work with the Conference Coordinator, staff, and volunteers to produce the Annual Conference.
 - Work with each Program Coordinator and staff to define and execute their programs to the highest level of excellence possible: JENerations Jazz Festival, JAZZ2U Grant Program, Young Composers Showcase, Sisters in Jazz, Scholarships, Awards, Commissioned Charts, and other research and education initiatives.
 - Be a leader in a virtual environment, with staff working across different states in the United States. Occasional virtual international meetings and discussions may occur.

Financial Administration:

- Lead JEN's day-to-day operations to meet fiscal and operational goals and ensure an inclusive, productive, and collaborative work environment.
- Ensure the creation of departmental budgets and provide financial management oversight to the budget. Participate in setting short and long-term actionable goals aligned to the organization's strategic plan, while remaining fiscally responsible.

Fundraising Excellence:

- Partner with the board, development staff, and development committee in creating opportunities to broaden the donor base and increase overall contributed revenue.
- Cultivate and nurture authentic relationships with individual donors, potential corporate sponsors, and other funders in collaboration with the development department to support increased contributed revenue.
- Work in collaboration with the Development Director to build and implement annual and multi-year fundraising plans to increase earned and sponsorship income for operations, programs, and special initiatives.

Board Governance:

- Work closely with the board, staff, and JEN members in building a culture of philanthropy, developing strategies, and defining key messages to ensure that revenues meet organizational goals.
- Work closely with the board president to develop a board culture that utilizes the board's talents, effectively mobilizing and utilizing their skills and resources to best support the organization.
- Maintain strong partnerships with the board, engaging in open and transparent communication with individual members and all committees to enable the board to fulfill its fiscal responsibilities.
- Identify, advise, and propose needed changes to the board for the good of the organization and the members it serves.
- Meet with standing committees to help with focus, organization, and chart progress.

Qualifications

A bachelor's degree or equivalent and five to seven years of senior management experience at a national association, cultural organization, industry organization, or similar nonprofit entity are required. Experience in fundraising, advocacy, and membership is a must. Preference is held for an individual who has demonstrated a commitment to jazz education with a deep knowledge of jazz culture.

A successful candidate thrives in a virtual environment and has the ability to create a cohesive staff and board community in person or online. Leading candidates will have a proven track record in working with a diverse group of individuals who come from a range of cultural backgrounds, ideological approaches, professional experiences, and geographic areas.

Compensation and Benefits

JEN provides competitive compensation for an organization of its size, with a salary range between \$80,000 - \$100,000, and a standard benefits package that includes annual and sick leave, and paid holidays. JEN is a remote working environment, with occasional travel throughout the year for conferences.

Applications and Inquiries

Please submit a cover letter, resume with a summary of demonstrable accomplishments, and three references at <https://jazzednet.org/jen-executive-director-search/>. For questions or general inquiries about this job opportunity, please contact office@jazzednet.org.

JEN is a community where inquiry, exploration, and innovation are nurtured and encouraged to grow through education. JEN is committed to representing and cultivating diversity, equity, and inclusion in all areas of its operation including staff, board members, volunteers, presenters, clinicians, performers, and audiences. This commitment is present in all programs and decision-making. We welcome and respect all backgrounds that reflect love and passion for jazz.