

Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036

www.hbms.org • email: hb@hbms.org

External Relations Associate (FT)

Position Description

November 8, 2017

Founded in 1944, Hoff-Barthelson Music School is one of the country's largest community music schools with a national reputation for unsurpassed excellence. The School serves more than 1,000 students from 50 Westchester municipalities. The 75-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers an after-school program of comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; three orchestras, three choirs, and over 40 chamber ensembles; master classes by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music, art and theater program.

The Associate

The External Relations Associate is an integral member of the School's staff, reporting directly to the Executive Director, with daily interaction with staff, faculty, board members, and donors. Competitive compensation offered commensurate with experience, along with generous vacation.

Specific duties include but are not limited to:

Executive Support

- Support the Executive Director in all facets of his work leading a dynamic music school with a \$4 million operating budget.
- Schedule, organize, prepare materials, and help manage meetings for the Executive Director.
- Prepare, draft, and edit correspondence and other written materials.
- Coordinate executive office budget and expense reporting.
- Help advance strategic initiatives of the executive office.

Board Relations

- Provide comprehensive support for an active and generous Board of Directors.
- Coordinate scheduling, planning, preparation, communication, and follow-through for Board and committee meetings.
- Act as liaison and interface with Board Members: receive and impart information, respond to Board Member inquiries, and coordinate planning and implementation of Board-directed activities.

Fundraising

- Work closely with Development Director to execute the School's fundraising efforts including individual and major donor giving, grants, and events, including an annual benefit.
- Execute donation processing, including database entry, follow up, timely acknowledgment, pledge tracking, records maintenance/filing, and interfacing with finance staff.



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Qualifications

- A bachelor's degree, plus three to five years of progressive experience in fundraising and external relations
- A zest for learning; a love and appreciation for music, and enthusiasm for Hoff-Barthelson's mission
- Experience working in an office environment, ideally in the nonprofit field or arts administration
- Experience and comfort working directly with sophisticated donors and board members; ability to work with confidential information
- Excellent written and verbal communication skills
- Demonstrated ability to prioritize work, manage multiple tasks, and meet deadlines in a fast-paced environment
- Detail oriented, tech savvy, and a collaborative team player
- Creative problem solver
- Advanced proficiency with Microsoft Word, Excel, database reporting, and the ability to conduct data analysis and work with financial information; knowledge of PowerPoint and Adobe Acrobat.
- Experience with Blackbaud Raiser's Edge software a plus
- Emotional maturity, a sense of humor, and pleasant personality

To Apply

Please address your correspondence to Ken Cole, Executive Director, and send to careers@hbms.org, with "**External Relations – [Your Name]**" as the subject line. Candidates should send cover letter, résumé, and salary requirements.

Equal Employment and Educational Opportunity:

Hoff-Barthelson Music School is an equal opportunity employer and educational institution. It is the School's policy that all employment and educational opportunities be decided based on merit, qualifications, and competence, and that all employment and educational decisions be made without regard to applicants', employees', and students' race, color, religion, sex, national origin, age, physical or mental disability, veteran or military status, ancestry, citizenship, marital status, sexual orientation, or any other basis prohibited by applicable law.

