

ORGANIZATION: Hoff-Barthelson Music School
POSITION: Executive Director
REPORTS TO: Board of Trustees
LOCATION: Scarsdale, NY
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to HBMSED@pbrsearch.com with title format "Last Name First Name – Letter Resume".

BACKGROUND

Founded in 1944, Hoff-Barthelson Music School (HBMS) is one of the country's premier community music schools. Its mission is to inspire and develop each student's potential through excellence in music education with a commitment to creativity, collaboration, and community. HBMS serves more than 850 students of all ages from 50 Westchester municipalities on its campus in Scarsdale, NY, and presents performances for thousands of community members each year at civic events, nursing homes, and venues throughout the area. The 70-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestral ensembles, four choirs, and over 20 chamber and jazz ensembles; masterclasses by world-renowned artists; scores of workshops, recitals, and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a six-week summer music and arts program. The school's aim is to offer a high-quality comprehensive musical education in a student-centered, close-knit community setting, making it an exceptional environment for students of all ages and abilities.

POSITION

The executive director (ED) will serve as the external face of HBMS and be a strategic, engaging leader well-equipped to continue HBMS's trajectory of growing enrollment and expanding its reach while maintaining the excellence of its music education. The ED will provide the vision, inspiration, and oversight to ensure the school remains a thriving institution. Overseeing a \$4M operating budget, the ED will help to grow and develop programs to support students as individuals and artists, and provide leadership and management to 70 faculty, 9 full- and 19 part-time staff, and seasonal employees. They will bring a strong business sense and creative approach to earned and contributed revenue generation and will set standards and culture expectations for an institution that seeks to enrich lives and create community through music.

RESPONSIBILITIES

Organizational and Staff Leadership

- Work closely with the board of trustees, faculty, and staff to articulate and fulfill the school's strategic priorities. Effectively communicate the goals and aspirations of HBMS both internally and externally so that all stakeholders understand their roles in realizing them.
- Collaborate with the dean, ensuring that the school's standards for instructional excellence are clear and consistent.
- Model and sustain high standards for integrity, professionalism, quality of work, and collegiality for leadership, faculty, and staff. Ensure that staff and faculty have clear expectations, regular feedback, and are provided with professional development opportunities.
- Assure welcoming and efficient service to parents and students throughout their engagement with the school.

Fundraising and External Relations

- As the organization's primary fundraiser, work closely with the board and staff to deepen existing relationships, and raise, grow, and diversify giving from individuals, foundations, and government sources.

- Be a visible presence in the school, engaging with parents, students, staff, and faculty in a warm, professional manner.
- Be a strong external presence in the local community and beyond, building robust relationships with community members, partners, donors, agencies, the board, and prospective students.

Financial and Operational Leadership

- Be responsible for fiscal management, ensuring HBMS operates within budget, maximizes resources, and maintains a positive financial position.
- Oversee and drive the school's recruitment and enrollment approach to attract and retain students of all ages, musical abilities, backgrounds, and economic means while maintaining quality and financial sustainability.
- Strengthen organizational systems and technology, with the goal of increasing clarity and efficiency.

QUALIFICATIONS

The ideal candidate will be an experienced, creative, dynamic leader with a passion for the mission of HBMS and for advancing the school as a vibrant community. Specifically, the ED will have:

Experience

- At least seven years of executive management experience in positions with significant external and internal responsibilities, and a track record of motivating results-oriented teams.
- Master's degree or significant professional experience in a relevant field (e.g., music performance/education, administration, business).
- Direct community music school experience and experience as a music teacher are ideal.
- Proven ability to fundraise from private and public sources, build donor relationships, and think creatively about revenue streams.
- Excellent business sense and financial acumen; robust ability to interpret and present quantitative and qualitative information.
- Experience with community partnerships and outreach preferred.

Personal Attributes

- A demonstrated passion for music education.
- Superior managerial and interpersonal skills.
- The ability to engage and inspire a diverse group of stakeholders, including students, parents, staff, faculty, funders, and community members.
- The ability to lead a highly capable staff in a collaborative and effective manner.
- Willingness to collaborate with an active and engaged board.
- Embodies integrity and respect in all interactions.
- Strong written and verbal communication skills; a persuasive and inspiring communication style.

COMPENSATION

- Minimum salary \$190,000; commensurate with experience.
- Benefits include access to health, dental, vision, life, disability, and supplemental insurances; 403(b) retirement plan; tuition discounts; and generous PTO.

If you meet many but not all the criteria and feel you may be a good fit for the role, HBMS encourages you to apply. HBMS is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, HBMS will provide reasonable accommodations for qualified individuals with disabilities.