



Tunefoolery **Music, Inc.**

85 East Newton Street - 3rd Fl.
Boston, MA 02118
617 626 8991
www.tunefoolery.org

Tunefoolery Music - Executive Director Position

This 24 hour a week Executive Director position has overall strategic and operational responsibility for Tunefoolery's (TF) staff, members, and programming.

Tunefoolery is a non-profit organization for musicians in mental health recovery. For over 25 years, this community of musicians have supported one another while inspiring others in the process of recovery. Our musicians have performed for over 200,000 people (as solo acts or ensembles) at mental health centers and hospitals, shelters, conferences, nursing homes as well as for the general public. Tunefoolery emphasizes musicians' strengths and the endless possibilities of healing and recovery. We have a strong commitment to ensuring a community of belonging, diversity, and inclusion.

RESPONSIBILITIES

Leadership & Management

- **Provide Support for Tunefoolery Musicians and Staff**
 - Plan and lead community meetings. Foster individual and community engagement. Provide check-ins and one-on-one for support, as needed. Support members input and collaboration. Engage in problem-solving and provide supervision for support staff.
- **Maintain and Build Relationships with the Department of Mental Health (DMH) and other organizations**
 - Maintain and develop ongoing relationships with DMH and other organizations, including issues related to the Tunefoolery office space supported by DMH.
 - Deepen and design new opportunities and projects (obtain funding) with both new and current organizations.

Collaboration with Board of Directors

- Working with the Chair, plan board meetings, create agenda and present financial reports. Oversee and participate in task forces as needed.

Fiscal Organizational Oversight

- Create and manage yearly budgets including the filing of government reports. Support the Office Manager whose role is to work on payroll, bookkeeping, and bill payment.

Fundraising, Marketing and Communications

Fundraising

- Create organizational fundraising plan and strategy, create and implement Individual donor campaigns, initiate and implement fundraising events in collaboration with staff and the board.
- Work closely with the Development Manager on fundraising including grant management. Manage individual donor system and cultivate donors.

Marketing and Outreach

- Create and implement media and promotion strategy to share the story of Tunefoolery with the goal of increasing membership, gigs, and audience for performances.
- Overall responsibility for publication of monthly E-newsletter and social media updates (Facebook, Instagram, YouTube) including creation of videos for social media distribution.

Program Support

Live Gigs

- Oversee and book live-gig programming. This includes working with musicians, staff, and venue contacts. Network to expand performance opportunities.

Music Education

- Oversee the music education program using information from musicians about educational needs and wishes.
- Supervise Community Music Director and Music Coaches who lead workshops and provide lessons.

Retreat

- Plan and implement summer retreat including food, transportation, and programming.

Qualifications and Skills

- Experience in a non-profit setting.
- Demonstrated management skills.
- Ability to communicate well in English for marketing and fundraising purposes as well as ability to communicate in a sensitive manner in a diverse community.
- Commitment to enhance an organization that values member belonging, growth, diversity, community involvement and inclusion.
- Strong commitment to organizational focus on support for the members in mental health recovery.
- Commitment to support and take care of the community and musicians. Ability to maintain an inclusive and safe environment for all.
- Experience with developing outreach and marketing plans including social media.
- Experience expanding an organization in terms of membership and donors.
- Ability to develop a strategic plan in collaboration with staff, Board, volunteers, donors and community partners.
- Demonstrated ability to lead successful fundraising initiatives.

Desired Experience:

- Performing arts (music background preferred)
- Group leadership skills
- Work with people in mental health recovery

Salary, Benefits, Vacation, and Sick Time

This is a 24 hour/week position.

The salary is \$49,920/year (\$40.00/hour). Ten paid holidays, ten days of sick leave. Specific hours to be negotiated with room for flexibility. Some evening and weekend hours are required. Health and dental insurance are not provided.

Send cover letter and resume to: Search Committee at info@tunefoolery.org.