



**LES  
DÉLICES**

DEBRA NAGY, DIRECTOR

P.O. Box 602187  
Cleveland OH 44102  
[www.lesdelices.org](http://www.lesdelices.org)  
[info@lesdelices.org](mailto:info@lesdelices.org)

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## **Position Opening: Executive Director**

### **Opportunity Summary**

Les Délices seeks a committed, creative, and visionary arts administrator to serve as their next Executive Director. Alive with a passion for early music and motivated by a deep belief in the positive impact that music and the arts has on the wellness of our communities, Les Délices is building audiences while making a strong case for the impact of their work. Les Délices' recent three-year strategic plan (2017-20) resulted in impressive growth under the direction of its founder. During the pandemic, Les Délices made a strong pivot to digital media that positioned them as a national leader among small performing arts organizations. Les Délices seeks a highly-motivated, experienced manager and fundraiser to work in close partnership with the Artistic Director, Staff, and Board Leadership to help implement our FY23-25 strategic plan (in-process), support the organization's creative work, and position the organization for growth going into - and looking beyond - their milestone 15th anniversary season in 2023-24.

### **About the Organization**

Early music chamber ensemble Les Délices (in English, *The Delights*) has earned a national reputation for unique, creative programming that spans the Medieval to Classical periods. With deep roots in our Northeast Ohio community, Les Délices is building a national reputation as a leader in the field of early music, advancing its relevance and sustainability by welcoming collaboration, embracing digital media, and proactively working to support diversity and inclusion among our peers and repertoire.

Founded in 2009 by Artistic Director Debra Nagy, Les Délices produces an annual 4-program subscription concert series and will go on three national tours in 2022-23. The organization's creative outreach programs capitalize on our digital media savvy and portfolio of recorded material. These include SalonEra, our early music webseries and podcast that serves our local and global audience of classical music enthusiasts; Early Music Explorations, a music enrichment video series designed for 4th-7th graders; and, LD Music Meditations, a guided-listening series that provides brief respite from stress and anxiety to listeners from all walks of life.

At Les Délices, we bring the values of the Early Music movement – that have historically included questioning received knowledge and notions, diversifying and expanding repertoire beyond the canon, and integrating a more fully-developed and nuanced understanding of cultural context into programs and performance – to bear on our current moment in American history. As such, the organization is committed to expanding definitions and perceptions of Early Music, openly facing and helping to dismantle racial and cultural inequities in our sector, and creating a culture in which diverse perspectives are expressed and honored.

Les Délices has been called a “tiny powerhouse” and is supported by an 11-member Board of directors and staff of four. They maintain a small office and the staff and Board meet both remotely and in-person. Les Délices is committed to an inclusive hiring process as an equal opportunity employer. We encourage candidates who have been historically underrepresented based on race, ethnicity, age, ability, sexual orientation, gender, gender identity, socioeconomic status, nationality, citizenship status, or religion. We strive to create a welcoming atmosphere that supports each employee's growth and development.



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### **Community**

Cleveland is situated in northeast Ohio on the southern shore of Lake Erie at the mouth of the Cuyahoga River. As “a green city on a blue lake” in the heart of the so-called “rust belt,” Clevelanders enjoy the area’s natural resources while embracing the city’s ideals of resilience, grit, and creativity. Originally an important center for manufacturing, the city’s economy is now more diverse with the medical-tech industry a leading regional employer. Greater Cleveland’s population is very culturally diverse, comprising significant African American, White, Hispanic/Latino, and Asian communities; the cultural heritage of over 30 different ethnic groups is celebrated in the Cleveland Cultural Gardens.

Cleveland is known for its cultural institutions (including the Cleveland Museum of Art and Rock and Roll Hall of Fame), hospitals (including the Cleveland Clinic, University Hospitals, and MetroHealth systems), and intellectual engagement (including multiple universities and the impressive Cleveland Public Library system known as “the People’s University”). It supports three major sports teams and its vibrant arts community extends from major institutions like The Cleveland Orchestra and Playhouse Square (the 2nd largest theater complex in the country after New York’s Lincoln Center) to myriad nationally-recognized and grassroots organizations working in theater, music, and visual arts.

For all its cultural richness, Cleveland is incredibly affordable: Cleveland’s cost of living is 23% lower than the U.S. average, and Cleveland is considered the 5th most affordable city for new renters. This means that artists and professionals can enjoy a high quality of life.

### **Position Overview**

The Executive Director (1.0 FTE) oversees the daily operations of Les Délices, including fundraising, audience development, marketing, Board communication, and financial management. Reporting to the Board of Directors, working closely with the Artistic Director (1.0 FTE), and supervising a part-time Communications & Special Projects Manager (0.5 FT) and Box Office & Community Engagement Coordinator (.25 FT), the Executive Director brings energetic leadership, strategic thinking, and an entrepreneurial spirit to this highly respected performing arts organization.

Responsibilities include positioning the organization for optimal impact through leadership in financial sustainability and growth, fund development, and managing staff in support of public events, community outreach programming, and associated marketing.

The successful candidate will exhibit strong leadership and strategic thinking, is able to prioritize and make progress on short-, medium-, and long-term goals, and understands and embraces Board and donor relations. They will champion inclusive planning and decision making as an enthusiastic team leader who is eager to take on challenges, thrives in a fast-paced environment, and embraces an all-hands-on-deck mentality when needed.

While Les Délices benefits from cloud-based softwares and applications to conduct much of their daily business operations, we anticipate that successful candidates will live in or consider relocating to Northeast Ohio in order to participate in all in-person events and performances and other essential in-person meetings.



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## Position Responsibilities

- **Organizational Leadership**
  - Establish visionary leadership for effectively managing Les Delices
  - Develop and implement strategic direction in tandem with Artistic Director (AD) and Board Leadership
  - Oversee all daily operations
  - Manage and delegate to staff
- **Financial Sustainability and Growth**
  - Strategize & Establish goals for earned and contributed income
  - Create and monitor annual operating and project budgets in close collaboration with AD and Board leadership
  - Work with key Board leadership and financial administrators to ensure that fiscal affairs are managed in a timely and accurate fashion in accordance with Board approved policies
  - Work with Board leadership to meet deadlines for timely delivery of operating financial statements, IRS Form 990, Form 1099 to all artists and service providers
  - Supervise bookkeeper to appropriately ensure execution of regular tasks, timely payment of bills or contracts, and processing of reimbursements
- **Fund Development**
  - Work closely with the Board and AD in developing and executing an annual, strategic, contributed income program and calendar including individual, foundation, government, and other giving sources
  - Serve as principal contact for donors, funders, and organizations
  - Research and pursue public and private foundation funding opportunities
  - Manage deadlines for grants and reporting requirements
  - Supervise grant writers and all other relevant staff across development functions
  - Ensure proper use and maintenance of patron database
  - Create and oversee protocols for the timely receipt and processing of all donations
  - Together with the Board, develop and execute donor cultivation and recognition strategies and tactics
- **Community and Board Relations**
  - Serve as primary contact for organizational partnerships
  - Serve as primary liaison for Board and committee meetings or initiatives
  - Interface with Board leadership positions, i.e. Officers and Committee Chairs, in developing meeting agendas, coordinating, disseminating, and communicating Board meeting schedules and logistics
  - Assist with identification, cultivation, and orientation of new Board members
  - Effectively represent the organization with stakeholders
  - Cultivate an effective volunteer network
- **Marketing & Operations**
  - Work closely with AD and Communications Manager to create and implement a comprehensive marketing plan and schedule including pricing, advertising, media relations, print mail, and mailing lists in accordance with budget and goals for audience development



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- Ensure highest quality communications consistent with LD's brand
  - Negotiate contracts with artists, venue partners, marketing/media, and other contractors
  - **Administrative**
    - Maintain a well-functioning, professional work environment
    - Create systems, policies, and procedures for office systems, data, and personnel management
    - Direct and/or delegate to all staff, interns, and volunteers

## Qualifications

1. Education and Experience
  - Bachelor's degree required; Master's degree preferred
  - 5+ years experience in Arts Management and/or non-profit management
  - Demonstrated leadership experience in performing arts organizations
  - Experience working with a non-profit Board
  - Demonstrated experience in establishing and implementing fundraising
  - Experience managing and working with teams
2. Skills and Knowledge
  - Ability to think and plan strategically
  - Excellent planning and management skills
  - Exceptional organizational skills
  - Excellent written and oral communication skills
  - Demonstrated experience and success in grantsmanship
  - Technology skills sufficient to thrive in a hybrid office using Patron Management/CRM Software, Microsoft Office, Dropbox, Google Drive, Google Calendar, and related applications highly desired. Experience using Project/Team management tools such as Asana highly desired.
  - Demonstrated experience in budgeting and financial management; experience or facility with QuickBooks Online desirable.
  - Knowledge of performing arts and event production sufficient to work knowledgeably in reviewing schedules, contracts, managing staff, and/or anticipating issues.
  - Knowledge of music history sufficient to work knowledgeably with the Artistic Director in planning programs and/or reviewing program-oriented materials (programs, press releases, or other documents).
  - Understanding of market trends in the performing arts and marketing principles sufficient to contribute to and guide annual and/or project-based marketing strategies.
  - Strong public speaking skills
  - Excellent interpersonal skills
3. Behavioral Characteristics
  - Ability to take initiative and establish clear priorities across multiple projects simultaneously
  - Ability to work independently and creatively in decision-making and problem-solving
  - Ability to delegate effectively
  - Skilled at attending to details while holding a big-picture perspective



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- Ability to adapt quickly and intelligently to changing environment and/or new opportunities while considering organizational goals and mission
  - Ability to establish personal relationships with donors, Board members, foundation officers, musicians
  - Ability to create, extend, and leverage local contacts and networks
  - Enthusiasm and positive outlook in leading a young artistic organization
  - Passionate about the mission of Les Délices and committed to our communities

#### **Compensation and Benefits**

Full Time Exempt Position: \$65,000-\$75,000 commensurate with background and experience, Health and Retirement Benefits negotiable as part of the compensation package.

**This position will remain open until filled. Review of applications will begin Oct 1, 2022.**

**To apply for this position, please submit a cover letter and resume,  
with a summary of demonstrable accomplishments to:  
Debra Nagy, Artistic Director, at [debra@lesdelices.org](mailto:debra@lesdelices.org)**