CHERRY CREEK CHORALE

PART-TIME LEADERSHIP OPPORTUNITY

Executive Director

Hybrid | Denver Metropolitan Area

Cherry Creek Chorale (CCC), a 501(c)(3) community choir, is seeking a strategic, hands-on Executive Director to strengthen the organization behind the music.

THE ROLE

The Executive Director provides organizational leadership and oversees CCC's administrative operations, working collaboratively with the Board, artistic leadership, and community partners to advance the Chorale's mission.

- **Organizational Leadership:** Support the Board in strategic planning, organizational development, and effective operations.
- **Revenue Development:** Expand and diversify revenue through sponsorships, donor relationships, advertising, grant assistance, and community partnerships.
- **Operations & Administration:** Coordinate contractors, vendors, and essential administrative functions to ensure smooth operations.
- **Marketing & Audience Engagement:** Collaborate with CCC leadership and contractors to support marketing, ticketing, patron services, and audience growth.

THE CANDIDATE

- Demonstrated success in nonprofit or arts administration, fundraising, business management, or a comparable leadership role
- Strong proficiency in Microsoft 365 and the ability to work independently with digital tools.
- Excellent communication, interpersonal, organizational, and project management skills.
- A resourceful, creative, and diplomatic self-starter who thrives in a collaborative environment and manages competing priorities effectively.
- Availability to attend CCC concerts and events, primarily at Bethany Lutheran Church, and occasional in-person meetings (typically 1–2 per quarter).

Preferred Experience: Familiarity with ticketing/CRM platforms (such as Tix), email marketing tools (such as Constant Contact), fundraising and donor engagement, or nonprofit operations and compliance.

POSITION TERMS

SCHEDULE	WORK MODEL	CLASSIFICATION	COMPENSATION
10-15 hours/week seasonal variation	Hybrid; primarily remote plus In-person for events & some meetings	Independent Contractor Benefits: None	$24,000 annually Potential Performance Bonus

HOW TO APPLY

Apply by **December 1, 2026**, for full consideration. Applications will be reviewed as received, and the deadline may be extended until the position is filled.

Email: president@cherrycreekchorale.org

Subject: Executive Director Application – [Applicant Name]

Please Include:

- Current resumé.
- Brief cover letter describing your interest in Cherry Creek Chorale and the relevant experience you would bring.
- Brief written responses to two questions: Question 1 is required; choose one additional question from Questions 2–4.
  Limit combined response to approximately 500–750 words.

If Invited to Interview:

- Please share a work sample
- 3 professional references.

Background checks will be requested from finalists.

APPLICATION QUESTIONS

Required

1. Revenue Development

Describe an initiative in which you helped generate revenue, secure resources, build a valuable partnership, or create a growth opportunity. This may be from a nonprofit, business, or other professional setting. What was your approach, what role did you play, and what was the outcome?

Choose One Additional Response

2. Organizational Management

Tell us about a time you improved how an organization operated while managing multiple people, projects, or competing priorities. What needed to change, what did you do, and what was the result?

3. Data & Decision-Making

Tell us about a time you used data to improve a program, process, marketing effort, or business decision. What did the data reveal, what action did you take, and what changed as a result?

4. Initiative & Problem-Solving

Tell us about a time you recognized an organizational problem or risk before it became a larger issue. What did you do, who did you involve, and what was the outcome?

LEARN MORE cherrycreekchorale.org • Full Executive Director Job Description

Cherry Creek Chorale is committed to an inclusive environment and welcomes qualified applicants. CCC is an equal opportunity organization.