

**NSPC Executive Director**  
**Position Announcement and Job Description**  
(announced January 2018)

**POSITION ANNOUNCEMENT**

The National String Project Consortium (NSPC) seeks a highly motivated, articulate and creative Executive Director to lead us through our next phase of growth. The successful candidate will be a leader with demonstrated excellence in managerial, communication, grant-writing, and fundraising skills. The Executive Director will be responsible for heading the financial and administrative management of the organization, working closely with the NSPC board and String Project sites throughout the country to carry out the artistic and program objectives, and realizing the NSPC's mission of sustaining and promoting string instrument music education.

**ORGANIZATION OVERVIEW**

The National String Project Consortium (NSPC) is a coalition of String Project sites based at colleges and universities across the United States. The NSPC is dedicated to increasing the number of children playing stringed instruments, and addressing the critical shortage of string teachers in the US. The NSPC is affiliated with institutions of higher education, communities, businesses, foundations, professional music organizations, and individuals who support these goals. An elected Board of Directors governs the organization in its mission. The NSPC was established in 1998 under the auspices of the American String Teachers Association; it is now an independent nonprofit organization. There are currently over forty NSPC sites operating across the country.

**APPLICATION PROCEDURE**

Interested candidates should send a letter of interest, contact information for at least two references, and CV to: Adriana Ransom, Board Chair (aransom@ilstu.edu). Preferred position start date: March, 2018.

**POSITION OVERVIEW**

The NSPC Executive Director is responsible for the following tasks:

Organization (General):

- serve on NSPC Board as non-voting member
- facilitate Board meetings (phone-conference and at ASTA conference)
- set Board meeting agenda with Board Chair
- provide schedule, agenda, and reports
  - oversee financials (reports and 5-year projections) with financial consultant.
- Facilitate annual contract and agreement with Board Chair and executive director
- set up emerging site contracts/agreements with institution signatures
- request from financial consultant that payment checks be sent to emerging sites

- review and approve all payments from financial consultant
- provide IRS information (board contacts, grants and gifts) to financial consultant
- request payments/checks from financial consultant.
- setup and maintain NSPC databases with updated contact information

#### Communication and Publicity:

- update and maintain stats on NSPC and members, including national map
- collect publicity information, news and pictures from participating sites
- maintain active communication with all stakeholders, including Board members, site directors, master teachers, Artist Advocates, Friends
- craft publicity campaigns for NSPC
- update and manage website and Facebook pages
- represent NSPC at meetings, conferences (NAMM, NAFME, NABIM, NASM, etc)
- update videos and YouTube channel links as needed

#### Grant Writing and Fundraising:

- research potential foundations/corporations for funding
- initial calls and letters of interest
- primary responsibility to write grants for the NSPC
- file midterm, progress, impact, and/or final reports as required for received grants
- communicate with potential industry funding partnerships

#### Site Management:

- manage new site applications
- update application forms annually
  - communicate with potential sites
  - promote NSPC site application through appropriate mailings and listservs to colleges
- evaluate new site applications as a member of the Program Committee
- evaluate established site grant applications
- coordinate emerging site evaluations
- coordinate payment of NSPC grants to Emerging Sites
- coordinate payment of NSPC grants to Established Sites
- coordinate annual NSPC all-site survey with program evaluator and site directors
  - disperse survey to sites in April
  - consolidate information in May/June
- coordinate the collections of annual NSPC membership forms and dues with site directors and MCC

#### ASTA conference:

- Allocate budget for reception
- Organize NSPC reception event and order/coordinate catering

- reserve rooms and necessary equipment with ASTA and conference staff personnel
- seek sponsors for NSPC reception
- organize sessions
- coordinate moderators who put sessions together
- send session descriptions to ASTA
- organize posters from sites
- create and coordinate production of NSPC signage for ASTA activities

Other:

- Serve on Executive Committee
- serve on Program Committee
- coordinate ASTA Outstanding NSPC String Project award with ASTA
- coordinate White Paper or other research projects

**COMPENSATION**

The NSPC Executive Director position pays an annual salary of \$5000. An additional \$1250 is budgeted for administrative support.