



Job Description: Managing Director

Location: Stamford, CT (Hybrid)

Status: Full-Time

Salary Range: \$65,000 to \$70,000

Reports To: Board of Directors

Start Date: No later than August 15, 2025

Benefits: Health insurance, retirement benefits, paid time off, ongoing support from previous ED, & flexible workplace culture

Growth Potential: Opportunity to grow into an Executive Director role

Lead with Purpose. Build Infrastructure for Impact.

At **PROJECT MUSIC**, we believe music can shape futures. Our intensive, after-school music programs ignite possibility in Stamford youth who face systemic barriers to access. We provide inspiration, skills, and opportunity where it's needed most. We are modeled after El Sistema, originating from Venezuela but adapted to our headquarter community in Stamford.

We are hiring for a **Managing Director** who will take the baton on operations, internal systems, and daily oversight. Your leadership will help define the next chapter of PROJECT MUSIC's legacy and ensure our transformative work runs smoothly, sustainably, and with community impact at heart.

This is a hands-on role that blends staff leadership with thoughtful administration, coupled with managing existing community partnerships. It is ideal for someone who thrives in complexity, leads with clarity, and believes in music as a force for positive social impact.

Your Role and Impact

You will serve as the 'face' of the organization, making you the primary contact for the organization. You will oversee and lead daily operations, connecting senior staff, teaching artists, partners, and board members with clarity and purpose. With a focus on operational excellence and equity, you will maintain systems, track essential data, and manage core communications and logistics.

What You'll Do — and How You'll Make an Impact

The items below represent core responsibilities, but we know every day is different. Flexibility, initiative, and collaboration are key to success in this role.

Organizational Leadership and Program Oversight

- Oversee day to day program operations across multiple sites, including scheduling, attendance tracking (alongside program manager), payroll, and logistics
- Manage all administrative systems to ensure smooth coordination among other senior leadership, teaching artists, and external stakeholder partners
- Collaborate with the Artistic Director and Program Manager to align daily operations with long term goals
- Serve as the primary liaison for our program partner, the Boys and Girls Club of Stamford
- Coordinate and liaise with program partner, the King School
- Ensure compliance with nonprofit policies, contracts, and reporting expectations
- Collaborate on special projects and cross-sector partnerships as opportunities arise

Staff Management and Culture Building

- Supervise and support teaching artists and site leads, including coordination of schedules, issuing of contracts, substitute coverage, and expectations
- Host regular team check-ins and contribute to a culture of professional learning and collaboration
- Coordinate onboarding, resource sharing, and systems training for new staff, interns, & volunteers

Office Administration

- Receive, track, and process incoming physical mail from the organization's PO Boxes
- Reconcile bookkeeping, cashing donation checks, paying organization bills in a timely manner, etc.
- Update the website with simple edits such as accompanying blogs from newsletter, event announcements, campaigns, etc.

Systems and Communications

- Coordinate internal communications to external stakeholders including newsletters, calendars, and event flyers
- Work in tandem with the Development Associate on scheduling donor visits, preparing print and digital program materials as needed, and aligning engagement efforts with internal program logistics and timelines
- Production of external materials including social media, semi-annual appeals, monthly newsletters and other collateral materials as needed and/or appropriate

- Support data-informed decision making by maintaining updated documentation on programs, partnerships, and participation metrics
- Support rehearsal and event logistics for the Project Music Collective and other public programs (with senior staff)
- Coordinate logistics and data for organizational reporting, annual surveys, and performance outcomes (with senior staff)

What You Bring

Essential Qualifications

- 3-5 years of experience in nonprofit or education-based program management
- Strong administrative and organizational skills
- Experience supervising or coordinating teams
- Exceptional attention to detail and follow through
- Excellent written and verbal communication skills
- Proficiency in Google Suite and basic data tools (and a willingness to learn those not familiar to you)
- Passion for equity, access, and youth development through the arts

Preferred Skills

- Background in music or arts education
- Previous experience in bookkeeping, reconciliation of accounts
- Spanish fluency or experience working in multilingual communities
- Familiarity with donor systems like Bloomerang or GiveButter
- Knowledge of Stamford's local community or Connecticut's nonprofit landscape
- Experience with family engagement, teacher communication, or community events

Personal Qualities and Work Style

- You are a systems thinker who naturally sees how different parts of an organization connect and can build efficient processes that help everything run more smoothly.
- You take initiative and are energized by identifying areas for improvement and implementing practical solutions.
- You bring a sense of humor and a collaborative spirit to your work, helping foster a positive and grounded organizational culture.
- You are comfortable in dynamic environments and understand that job descriptions are guides, not limits. You're ready to grow with the role as the organization evolves.

A Week Might Look Like

- Preparing weekly schedules and space logistics with the Boys and Girls Club

- Facilitating a weekly staff meeting with faculty leads to align goals with logistics
- Drafting a Board Report with organizational updates
- Drafting a newsletter to the mailing list about an upcoming performance
- Coordinating an artist visit for a special residency day at King School
- Having a partner meeting to plan and coordinate an event

Professional Growth

We strive to be a learning-centered organization. You will receive:

- 2 weeks of onboarding and mentorship from the outgoing Executive Director
- Ongoing support as needed, up to 3 hours weekly from outgoing ED
- Dedicated support as you step into a high impact leadership role
- The potential to grow into the Executive Director position

To Apply

Submit your resume and accompanying cover letter to jobs@projectmusic.org with the subject line “Managing Director Application.” Applications and interviews will be reviewed and scheduled on a rolling basis as received. Hiring for this position will close on **July 25, 2025 at 5pm ET**.

Our Commitment to Inclusion

PROJECT MUSIC believes the best teams reflect the communities they serve. We actively seek candidates from a wide range of backgrounds and lived experiences. If you are excited about this role but unsure if you meet every qualification, we encourage you to apply.

PROJECT MUSIC complies with all applicable laws governing nondiscrimination in employment. We prohibit discrimination and harassment of any type. Qualified candidates from all backgrounds, especially those connected to the communities we serve, are strongly encouraged to apply.

Applicants must be legally authorized to work in the United States at the time of hire. PROJECT MUSIC is unable to sponsor visas for this position.