



PSF EXECUTIVE DIRECTOR Scope of Work

Piano Santa Foundation Executive Director

Current paid time: 5 hrs/wk at \$20/hr or 260 hrs/yr for \$5,200

Proposed paid time for new ED first 12 months: 6 hrs/wk at \$20/hr or 312 hrs/yr for \$6,240

Start date: July 1 2024 at the latest

Learn more at pianosanta.org

ESSENTIAL DUTIES (262.5 hrs/yr)

Fundraising & Outreach (estimated 85 hours/year)

- Writing, tracking, and reporting on 2-3 grants per year
- 2 major fundraising campaigns (EOY, Match)
- Misc outreach: Teachers, community orgs, etc.
- Ongoing donor stewardship (personal thank-you notes, calls, etc.)

Administration (estimated 59 hours/year)

- Preparing monthly financials
- Budgeting, quarterly payroll
- Annual taxes
- State and corporate filings & insurance, and ongoing accounts payable and donations
- Preparing materials for and attending (6) Board meetings
- Website, database, and e-mail management as needed
- Errands – PO (check mail once/wk), etc.

Events (estimated 70.5 hrs/yr)

Organizing 3 student recitals and performance events per year

- Find venue (time varies, but is usually minimal unless Classic is booked)
- Communicate with students and teachers; request performance info
- Draft and send out MailChimp invite (2 hours)
- Prep for event: prepare video camera, pick up library books, student reminders
- Event; record video, event management, etc.

Organizing 2 retirement center events - optional

- Find venue/students
- Prepare program
- Event

Grand Scholarship Competitions:

- Prep for competition: application, venue, adjudicators
- Identify pianos
- Outreach (Develop Advertising, MailChimp, postcard mailers, phone calls, website updates, Facebook posts):
- Review applications and send to Committee
- Auditions (schedule, coordination with committee & adjudicator)
- Post-audition follow-ups, reviews, home visits, turn-down letters/phone calls

Onboarding: communications, contracts, student notebooks, piano moving

Programming (estimated 35 hours/year)

- Scholarships communications (pre- & post- competition)
- Contract and student onboarding
- Average 5 new scholarships/yr

Piano fleet (estimated 13 hrs/yr)

- Student communications
- Managing piano fleet communications with volunteer technician