



NATIONAL STRING PROJECT CONSORTIUM

Job Description

Position	Executive Director
Updated	November 1, 2011
Open	March 1, 2012
Report	Chairperson, Board of Trustees
Time	160 hours per annum
Compensation	\$5,000 per annum

Background

The National String Project Consortium (NSPC) is a coalition of String Project sites based at colleges and universities across the United States which provide practical hands-on training for undergraduate and graduate string majors during their college years while giving local children the opportunity to study a stringed instrument.

NSPC is dedicated to increasing the number of children playing stringed instruments and addressing the critical shortage of string teachers in the United States. NSPC is affiliated with businesses, foundations, professional music organizations, and individuals who support these goals.

Description of Position

Guided by a strategic plan authored by the Board of Trustees, the Executive Director leads NSPC's activities in four key areas: Fundraising, outreach, program development, and professional development.

The Executive Director serves as a non-voting member of the NSPC Board of Trustees and oversees the work of an independent association manager who provides administrative and financial reporting services to NSPC.

Fundraising

On behalf of its member String Projects, NSPC seeks grants and gifts to initiate new sites, nurture emerging sites, and strengthen existing sites. From time to time, NSPC also seeks funding to support broader research and development projects intended to benefit all of the Strings Projects and the string community at large. The Executive Director is charged to:

- Research potential funders among foundations, government agencies, and businesses.
- Initiate and sustain contact with potential funders, including the submission of Letters of Interest.
- Research, write, and submit grants and proposals.
- Research, write, and submit progress reports to grantors.

Outreach

NSPC's core mission – the training of string teachers and the encouragement of equal access to public string education – is well-known to its stakeholders, but the topic is not uppermost in the minds of public policy makers or even necessarily among other music educators. A key element in the Executive Director's role is to heighten awareness of NSPC's mission and activities within the broad educational community. In support of this role, the Executive Director is charged to:

- Gather and create publicity materials on String Projects, including local site stories, images, and videos.
- Communicate with NSPC Artist Advocates and Friends (individual donors and supporters).
- Represent NSPC at meetings and conferences (NAMM, NAFME, ASTA, et al.)
- Liaise with leaders in the string business community.

Program Development

NSPC has a long-term strategic goal of continuing to incubate new String Project sites around the United States, while helping to maintain the vitality, quality, and scale of established sites. In support of these goals, the Executive Director is charged to:

- Conduct annual statistical and qualitative survey of member sites.
- Solicit, review, and evaluate new site applications.
- Coordinate third-party evaluations of emerging sites.
- Review and approve grant payments to member String Projects.
- Represent NSPC on collaborative and/or industry-wide initiatives and research projects.

Professional Development

Gathering and sharing news, best practices, and strategies for recruitment and program development among String Project Site Directors, Master Teachers, and Student Teachers is a critical function of the NSPC. In this regard, the Executive Director is charged to:

- Communicate regularly with Site Directors and Master Teachers.
- Plan and manage annual NSPC events conducted within the annual ASTA Conference: Reception, Site Awards, Posters, and Sessions.
- Oversee the NSPC web site and internal e-communications.

Board and Committee Service

As the chief executive of NSPC, the Executive Director provides a number of services to the Board of Trustees:

- Provide regular status reports to the Board of Trustees.
- Lead the Program Committee.
- Participate in budgeting and strategic planning.
- Oversee the work of NSPC's contracted association manager.

Application Process

Prospective candidates for this position should send a cover letter outlining their interest along with a resume/curriculum vitae to:

David A. Lusterman, Chairperson
National String Project Consortium
255 West End Avenue
San Rafael, CA 94901

Electronic documents may be sent to dal@stringletter.com.

The application deadline is February 1, 2012.