

Position Title: Executive Director

Organization: Mundi Project

Location: SLC, Utah

Employment Type: Full-time (40 hours per week), W2 Employee

Reports to: Board of Directors

Compensation & Benefits

Salary: \$55 - \$65K (range is based on experience)

Benefits: Generous PTO (sick, vacation, and holidays)

Monthly health insurance stipend offered

Flexible work environment with opportunities for professional development.

About Mundi Project

Mundi Project is a nonprofit organization dedicated to expanding access to music education and resources. Through piano placements, group music classes, and interactive workshops, we provide meaningful opportunities for individuals to engage with music, regardless of their financial circumstances. We partner with nonprofit and cultural organizations to create sustainable programming that nurtures a lifelong appreciation for music.

Position Overview

The Executive Director (ED) is the chief executive officer of Mundi Project, responsible for the overall leadership, strategic direction, and management of the organization. The Mundi Project seeks a motivated, independent, and driven Executive Director to lead and manage the operations, strategic initiatives, and community outreach for our small but impactful organization. The ED will work closely with the Board of Directors, staff, and community partners to advance Mundi Project's mission, ensuring financial sustainability, program excellence, and community impact.

As the organization's face, the Executive Director will ensure long-term growth and sustainability alongside the Board. The ideal candidate is an independent thinker and executor who is collaborative in approach to work and has great communication skills. They must be adept at problem-solving, managing multiple projects, balancing priorities, and demonstrating flexibility.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Arts Administration or other closely related field, plus two (2) years of directly related experience; OR an equivalent combination of related education and experience.

Key Responsibilities

Leadership & Strategic Vision

- Provide vision and leadership to advance Mundi Project's mission and strategic goals.
- Develop and execute strategic initiatives in collaboration with the Board of Directors, staff and contractors.
- Cultivate a culture of innovation, inclusivity, and excellence within the organization.
- Represent Mundi Project in the community, advocating for music education and access.
- Oversee 1-2 staff, and several teaching artists.

Fundraising & Marketing

- Develop and execute fundraising strategies, including grant writing, corporate sponsorships, donor cultivation, and special events to meet financial goals.
- Expand fundraising activities to support sustainability and meet the challenges and opportunities resulting from population growth.
- Manage donor database and all donor communications.

Financial Management

- Develop and manage the annual budget, ensure responsible financial management, and provide regular updates to the board on financial health.
- Provide monthly fundraising reports to the board of directors.
- Oversee monthly payroll and accounting processes, financial reporting, compliance, and stewardship of organizational resources.

Program Oversight & Operations

- Manage staff and contractors, fostering a positive and collaborative work environment.
- Supervise program development, implementation, and evaluation to ensure quality and impact.
- Build and maintain partnerships with schools, cultural institutions, and community organizations.
- Oversee operational and administrative functions, ensuring efficiency and effectiveness.
- Attend organization programming and professionally-related events within the arts & culture/nonprofit community
- Oversee Mundi program events and attend as the organization's spokesperson.

Board & Stakeholder Engagement

- Serve as the primary liaison between the Board of Directors, staff and contractors.
- Provide regular updates and reports to the Board, facilitating informed decision-making.
- Engage community members, funders, and stakeholders to expand Mundi Project's reach and impact.

Preferred Qualifications & Skills

- Passion for Mundi Project's mission and a strong belief in the power of music education.
- Proven experience in nonprofit leadership, fundraising, and strategic planning.
- Strong financial management skills, including budgeting and grant oversight.
- Knowledge of Quickbooks, CRM and project management software is preferred.
- Excellent communication, public speaking, and relationship-building skills.
- Experience managing staff, volunteers, and contractors in a collaborative environment.
- Knowledge of music education, arts programming, or community-based initiatives is a plus.

How to Apply

Interested candidates should submit a resume, cover letter describing their interest in this particular role, and three professional references to director@mundiproject.org by April 20, 2025. Applications will be reviewed on a rolling basis.

Mundi Project is an equal opportunity employer and encourages applications from individuals of all backgrounds, especially those underrepresented in the arts and nonprofit sectors.

Working Conditions: Generally comfortable working conditions. Light physical effort. May occasionally handle light weights. Intermittent standing, sitting and walking. Exposure to stress as a result of human behavior and multiple deadlines. May require some travel or unconventional working hours including evenings and weekends.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Offers of employment are contingent on the successful completion of a criminal background check in accordance with Mundi Project policy and applicable law. Criminal offenses will be reviewed on a case-by-case basis and do not automatically disqualify a candidate from Mundi Project employment.

Accommodations/Questions: If you require any accommodations or have any questions regarding the hiring process, please contact our hiring manager at director@mundiproject.org.