Triangle Wind Ensemble

EXECUTIVE DIRECTOR
Job Posting

Background: The Triangle Wind Ensemble (TWE) is an adult wind ensemble based in Cary, North Carolina. Since 1999, TWE has provided skilled area musicians outstanding music performance opportunities. It is our goal to achieve musical excellence through wind band music, including traditional and contemporary literature, popular music, film and theater music, underrepresented composers, and multi-media collaborations. TWE rehearses ten months per year and performs six to eight concerts each season in both indoor and outdoor venues across the Triangle region. TWE strongly supports music education through side-by-side collaborations with school groups, discounted or free student tickets, commissioning projects, and family concerts. We aim to build community through music and to enrich the cultural lives of our musicians and audience members.

Position Available: The Triangle Wind Ensemble seeks a dynamic, innovative, and capable leader to serve as Executive Director who will advance the mission and agenda of the organization.

Responsibilities: The Executive Director serves as the chief operating officer of the Triangle Wind Ensemble and reports to the TWE Board of Directors. Working closely with the Board of Directors and the TWE Music Director, the Executive Director administers all programs, operations, and policies.

Primary areas of responsibility include:

- Administration — Responsible for effective administration of all TWE operations while working within the budget set by the Board. Anticipated budget for 2025-26 is approximately $60,000.
- Events — Organize and execute all aspects of TWE event production, including scheduling, contracting, logistics, and communications for venues, musicians, and volunteers.
- Development — Actively participate in the recruitment and retention of donors to meet the goals set by the Board of Directors. Maintain detailed donor records. Work with the TWE Treasurer to complete grant applications. Manage ad sales for concert programs. Seek out new grant opportunities.
- Communications & Marketing — Act as primary contact for the organization across multiple platforms, including social media, email, and printed media. Engage with donors, audience members, and musicians to ensure our mission and achievements are effectively communicated. Maintain a yearly calendar of events. Ensure that TWE's marketing goals are met, including regular updates to our website, strengthening the TWE brand, managing radio and online advertising, working with graphic designers as necessary to create appealing images each season.
- Program Development and Management – Develop, implement, and manage programming and services that are consistent with the organization's mission and strategic plan.
- Staff Leadership & Management — Coordinate efforts of paid and unpaid staff members and delegate responsibilities as appropriate.
- Conduct all business with the highest standard of integrity, ensuring that all activities are legal and ethical.

Triangle Wind Ensemble
P.O. Box 701
Cary, NC 27512
trianglewind.org
919.960.1893

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Professional Qualifications:

Must haves:

- A bachelor's degree.
- Outstanding planning, organizational, and analytical skills.
- Outstanding written, oral, and interpersonal communication skills.
- Ability to utilize IT resources to facilitate communication.
- Ability to positively motivate and develop staff, board, and volunteers and build consensus.
- Ability to work collaboratively with all sectors of the community, the Board of Directors, and staff.

Nice to Haves:

- At least 2 years of management experience, preferably in a non-profit organization, with significant experience in the arts or a related area.
- Proven record as a successful fundraiser.
- Knowledge of the Triangle area arts community.
- Experience with and passion for wind band music.

Compensation: This is a part-time, contracted service position. Target pay is $7,500/year, with room for growth as the position and organization mature. The estimated initial time requirement is approximately six hours per week.

Starting Date: Immediately

Procedure for Applying: Qualified candidates should email a letter of interest and resume to jobs@trianglewind.org. Deadline for applications is August 30, 2025.

For more information about the Triangle Wind Ensemble, visit trianglewind.org. The Triangle Wind Ensemble is an Equal Opportunity Employer.

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