

Position Announcement
Berkshire Hills Music Academy
Executive Director

Berkshire Hills Music Academy, a private post-secondary residential school for young adults with a love of music who have learning, cognitive, or developmental disabilities, is seeking a dynamic and dedicated **Executive Director**.

The Academy

Entering its second decade, the Academy's mission is to educate, train and develop the talents of young adults with special learning needs in a community that shares a passion for music so they can achieve personal growth and make a positive contribution to society. Located a short walk away from Mount Holyoke College on a beautiful 40-acre property in South Hadley, Massachusetts, The Academy is entering its second decade with a philosophy that puts the emphasis upon students' aptitudes and abilities rather than upon their deficits. Please visit our website at www.berkshirehills.org.

The Academy offers three distinct programs:

The 2-year Certificate Program assists young adults (ages 18-30) in the transition to greater independence through an integrated curriculum of academic, life and social skills, pre-vocational, and musical studies.

The ELC Program (Extended Learning Community) helps graduates of the Certificate Program build a stronger bridge to independence and life skills. Focusing on creating job opportunities and further enhancing independent living skills, students work toward opportunities for long-term housing off campus.

The Summer Program encourages potential candidates age 16-25 to try a variety of musical and enrichment activities at The Academy.

The unique strength-based, music-infused curriculum is designed to promote gains in self-efficacy and job readiness as well as to cultivate abilities in the performing arts. It uses research-based practices, drawing upon recent studies demonstrating different kinds of functioning in the brain, the distinct cognitive competence that is music, and the powerful effects of music upon learning. Staff members hold graduate degrees in music education, music therapy, social work, special education, creative arts therapy, and English. Music instructors are active professional musicians and teachers with advanced degrees in music drawn from the culturally vibrant "Five College" area.

Facilities include a performance space, computer lab, practice rooms, recording studio, fitness center, dining room, student kitchen, classrooms, 2 training apartments, and healthcare center.

The Position

The Executive Director (ED) will lead the school and will translate the Board of Trustees' vision and mission into execution. S/he will ensure that the annual strategic and tactical plan is implemented by the Academy staff and will manage all school functions, day-to-day activities and operations. The ED will hire, train, supervise and evaluate the Program, Development and Business Directors and support them in management of their staffs and responsibilities. S/he will be responsible for the overall financial viability and programmatic successes and will report to the Board of Trustees.

Essential Responsibilities

- Leadership and Staff Supervision – articulate and inspire vision and mission, promoting programmatic and policy efforts internally and at state and national levels, and creating an organizational culture and practice of excellence.
- Planning and Implementation – working with the Board, lead the annual and long-range planning processes, formulate policies, and develop programs and services.
- Evaluation and Control – create set operating standards, establish systems and practices, and ensure effective management and compliance.
- Communication, Partnerships and Visibility – work with the Board and staff to forge relationships and communications to increase support and advocate for policies in support of the mission.
- Financial Planning and Fund Development – Develop and manage the annual budget; develop relationships with new funders and deepen and sustain partnerships with current funders. Apply for public funds. Ensure timely, accurate reporting to funders and the Board.
- Direct Academy Responsibilities – oversee academic standards and program, accreditation, discipline, and staff evaluation and coordinate the involvement of staff in Academy activities.
- Physical Plant – oversee the Director of Finance and Operations in facilities management.

Qualifications, Characteristics, Knowledge and Abilities Desired

- Minimum of ten years administrative experience, in private education, the not-for-profit sector, or other complex team-oriented environment
- Minimum of ten years experience working with individuals with significant disabilities, mental retardation, and/or physical handicaps
- Program development experience and ability to oversee licensing and regulatory compliance
- Ten years experience in a supervisory role with office and professional staff
- Significant evidence of fundraising ability and partnership development; understanding of Department of Education and Department of Developmental Disabilities funding and 766 regulations helpful
- Experience in organizational planning
- Experience working with a not-for-profit Board of Trustees
- Strong administrative and financial skills with experience with annual budgets over \$1 million
- Musician or high level of interest in music and the performing arts desired
- MBA or advanced degree in education or other related field
- Residence near South Hadley or ability to relocate; ability to serve “on call”

To apply, please send resume, cover letter and salary history to Susan Egmont, Egmont Associates, segmont@egmontassociates.com.