



TAIKO COMMUNITY ALLIANCE

P.O. BOX 26895, SAN JOSE, CA 95159

INFO@TAIKOCOMMUNITYALLIANCE.ORG

Executive Director Job Description

Position: Executive Director

Reports to: TCA Board Chair

Salary: \$75,000-\$85,000 annually (for Full-Time)

Status: Full-Time or Part-Time, Exempt

Benefits: Remote work, flexible work schedule, sick leave, accrual of paid time off, paid holidays.

Location: Remote. Must be comfortable with flexible scheduling across multiple timezones.

The Organization:

The Taiko Community Alliance (TCA) is dedicated to being a resource to the greater taiko community and is based on the following core values: Respect, Heritage & Evolution, Empowerment, Inclusivity and Transparency. The mission statement of the Taiko Community Alliance is as follows: “To empower the people and advance the art of taiko”.

Position Summary:

As the world cautiously emerges from the COVID-19 pandemic, the Taiko Community Alliance is focusing on a re-imagining of the flagship biennial North American Taiko Conference (NATC), as well as subsidiary regional and/or virtual gatherings in an effort to increase participation and accessibility.

As part of this effort, the TCA is recruiting for an Executive Director who will be at the forefront in re-centering NATC as the highest priority and thereby restructuring the TCA staff and volunteer model towards this focus.

The Executive Director will work in collaboration with the TCA Board and volunteer Working Committees to:

- Design and oversee a Conference Series model that rotates on an annual basis between the large-scale NATC, and smaller regional and online gatherings.
- Develop a strategy to continuously raise community awareness, interest, and participation in an annual Conference Series.
- Develop and implement a sustainable fundraising strategy that incorporates grant management, corporate sponsorship, individual philanthropy, and membership development.
- Solicit input from community stakeholders to provide input and assist the Board in crafting the next iteration of the TCA Strategic Framework.
- Review, adjust, implement, and manage the proposed workforce model.

SPECIFIC RESPONSIBILITIES

1. Oversee ongoing operational and administrative efforts including but not limited to:
 - a. Financial & Budget Management
 - b. Human Resources Management
 - c. Diversity, Equity, Accessibility, and Inclusion (DEAI)
 - d. Communications & Public Relations
 - e. Legal & Non-Profit Compliance
 - f. Technology and Physical Inventory
 - g. Foundation, Corporate & Sponsor Relations
2. Develop and support a staffing and/or volunteer structure to support program and development efforts including but not limited to:
 - a. Conference Series planning and implementation
 - b. Fundraising and Membership development
3. Demonstrates leadership ability while effectively collaborating with all TCA stakeholders including but not limited to members, directors, advisory council, staff, volunteers, sponsors, contractors and vendors.

CANDIDATE EDUCATION, EXPERIENCES, AND COMPETENCIES

Education

- Degree in Business Administration, Community and Social Service Management, or Nonprofit Management required. Masters degree preferred.
- In lieu of a degree, 6 years of non-profit management experience may be considered.

Experience

- Minimum of 3 years of management experience in positions of increasing responsibility and authority.
- Minimum 3 years of non-profit experience.
- Demonstrated fundraising success including private philanthropy, corporate donations, individual campaigns and government grants.
- Experience with membership recruitment and retention is preferred.
- Demonstrated experience in the following:
 - grant writing and reporting
 - budget management
 - program development and implementation
 - staff and volunteer management
- Knowledge or experience with cultural and/or traditional folk arts required. Emphasis on ensemble taiko study is preferred, but not necessary.

Competencies and Attributes - The ideal candidate should possess the following:

- Ability to inspire and motivate others.
- Ability to adapt, pivot, and adopt a resilient mindset
- Ability to be a proactive force, to anticipate challenges, and serve as a positive agent of change within TCA.
- Diplomatic approach. Ability to facilitate conflict resolution and find common ground among varying perspectives.
- Knowledge of Federal and Local non-profit and accessibility guidelines. Familiarity with California guidelines preferred.
- Excellent non-profit organizational, administrative and personnel management skills.
- Excellent oral and written communication skills.
- Comfort with public speaking both in-person and over virtual platforms.
- Comfort with working effectively in a “virtual office” environment. Able to utilize various communication, collaboration, and organizational platforms (ie G-Suite, Zoom, SalesForce, etc) as needed.
- Capability and willingness to maintain a flexible work schedule – weeknights and weekends may be required.
- Ability and willingness to travel.
- Familiarity with or the desire to become familiar with the history and practice of taiko.

To apply:

Candidates should submit the following to careers@taikocommunityalliance.org

- cover letter
- resume of no more than two pages
- three references

This posting period closes at 11:59 PM (Pacific Daylight Time) on April 30, 2022.

The above statements are of a general nature and are intended to describe the level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.

The Taiko Community Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.