



MOUNT CALVARY ACADEMY OF MUSIC

POSITION TITLE: Executive Director (Full Time)

**301 County Road 19
Excelsior, MN 55331**

www.mountcalvaryacademyofmusic.org | www.mountcalvary.org

Mount Calvary Academy of Music is seeking a full-time Executive Director. We are seeking a passionate, musically accomplished, self-motivated leader with exceptional organizational and interpersonal skills. The ideal candidate will possess the entrepreneurial vision and administrative expertise necessary to lead the Academy to its next level of growth while maintaining a personal teaching studio and fostering deep connections within the Twin Cities music education community.

Target Start Date: June 2026

Compensation: \$60,000 per year salary plus benefits

Application Process:

Interested and qualified candidates should direct inquiries, a resume, and a cover letter to Chair Doug Affinito at daaffinito@gmail.com by March 15, 2026. Your cover letter should outline your interest in the position, summary of qualifications, teaching philosophy, and vision for the Academy's future growth.

ABOUT MOUNT CALVARY ACADEMY OF MUSIC

Founded in 2002, the Mount Calvary Academy of Music is an established music school committed to mentoring students in musical skill and sensitivity as a means of personal development. Our studio suite offers individual instruction on a variety of instruments taught by some of the most dedicated educators and professional musicians in the Twin Cities.

While we have a strong partnership with Mount Calvary Lutheran Church in Excelsior, Minnesota, as an independent 501(c)(3) non-profit organization, we attract a diverse student body of all ages from across the culturally rich Twin Cities West Metro region. Many of our students build strong, lasting mentoring relationships with teachers and fellow students that extend beyond music. Our affiliation with Mount Calvary Lutheran Church provides easy access to paid and volunteer performance opportunities and excellent facilities.

More information is available at MountCalvaryAcademyofMusic.org.

ABOUT THE POSITION

Due to retirement, the Academy is seeking a passionate, musically accomplished, self-motivated Executive Director ready to lead and take the Academy to the next level. Whether you are an established Arts Administrator looking to grow your practice, or a musician-educator seeking to expand into an administration

role, this position offers a unique opportunity to shape the future of music education in the Twin Cities West Metro region.

Reporting Structure: The Executive Director operates independently under the auspices of the Board Chair and reports directly to the Board of Directors.

DETAILED JOB DESCRIPTION, RESPONSIBILITIES, AND QUALIFICATIONS

As Executive Director, reporting to the Board, you will have sole responsibility for the tactical and strategic operation of the Mount Calvary Academy of Music while maintaining a full music instruction studio. This dual role requires both visionary leadership and hands-on teaching expertise.

PRIMARY RESPONSIBILITIES

LEADERSHIP & STRATEGIC DIRECTION

- SERVE as the public face and primary representative of the Mount Calvary Academy of Music in the community
- DEVELOP and execute a comprehensive strategic growth plan in collaboration with the Board of Directors
- BUILD and maintain strong, musician-aware relationships with students, parents, and teaching faculty
- OVERSEE all aspects of daily operations including scheduling, facilities coordination, and program quality
- SUPERVISE contract teaching staff, providing mentorship and professional development opportunities
- ESTABLISH and nurture partnerships within the Twin Cities music community and with Mount Calvary Lutheran Church
- REPRESENT the Academy at community events, performances, and professional gatherings
- CULTIVATE a culture of musical excellence, creativity, and personal development throughout the organization

FACULTY & PROGRAM MANAGEMENT

- RECRUIT, audition, hire, motivate, and retain high-quality music instructors across multiple instruments and disciplines
- FOSTER collaboration and community among teaching faculty through regular communication and physical presence in studios
- ENSURE alignment of teaching practices with the Academy's mission and educational philosophy
- MENTOR newer instructors in best practices for music education and student relationship building
- COORDINATE professional development opportunities for teaching faculty
- EVALUATE teacher performance and provide constructive feedback to ensure instructional excellence
- ENSURE competitive compensation structures for teaching staff

OPERATIONAL ADMINISTRATION

- MANAGE the tri-annual registration process, ensuring smooth enrollment and re-enrollment of students
- NEGOTIATE and communicate the master lesson schedule in coordination with teaching staff and facility availability
- DEVELOP and execute comprehensive marketing and communications plans to attract new students and retain current families
- SUPERVISE the Academy's digital presence including website, social media, and email communications
- RESPOND to daily inquiries and requests from prospective families, current students, and community partners

- COORDINATE with Mount Calvary Lutheran Church facilities team to ensure optimal use of studio spaces
- ORGANIZE student recitals, performances, and special events throughout the program year
- OVERSEE registration systems, student records, and attendance tracking

FINANCIAL MANAGEMENT

- PREPARE and manage the annual operating budget in collaboration with the Board of Directors
- MONITOR revenue and expenses, providing financial reports to the Board
- SET tuition rates and fee structures that balance accessibility with financial sustainability
- IDENTIFY and pursue grant opportunities and fundraising initiatives
- MANAGE accounts receivable and ensure timely tuition collection
- NEGOTIATE vendor contracts and manage operational expenses
- ENSURE compliance with 501(c)(3) nonprofit financial reporting requirements
- OPERATE within allocated annual budget while identifying opportunities for revenue growth

PERSONAL TEACHING STUDIO

- TEACH one or more instruments (e.g. piano, violin, and/or voice) to 25-30 students per week (30-minute lesson equivalents)
- RECRUIT and maintain a full studio
- MAINTAIN professional competency and continued growth in your primary instrument through regular practice and study
- PREPARE students for recitals, performances, competitions, and examinations as appropriate
- COMMUNICATE regularly with student families regarding progress, practice expectations, and scheduling
- MODEL excellence in music instruction and student relationship-building for other faculty members
- PARTICIPATE in and help organize student recitals and performance opportunities
- DEMONSTRATE the Academy's commitment to mentoring students in musical skill and personal development

MINIMUM REQUIRED SKILLS AND QUALIFICATIONS

Musical Credentials and Experience

- Bachelor's degree in Music, Music Education, Music Performance, or equivalent professional experience
- Demonstrated proficiency in two (preferred) or more musical instruments at a professional or advanced amateur level
- Minimum 3-4 years of private music teaching experience with students of varying ages and skill levels
- Established reputation within the Twin Cities music community (preferred)
- Active participation in professional music organizations and ongoing musical development
- Track record of successful student outcomes including recitals, competitions, or examinations

Leadership and Administrative Skills

- Proven leadership experience in arts administration, nonprofit management, music education, or related field
- Strong organizational skills with ability to manage multiple priorities and deadlines simultaneously
- Excellent interpersonal and communication skills, both written and verbal
- Demonstrated ability to work independently with minimal supervision
- Experience in personnel management, including hiring, supervision, and performance evaluation
- Strategic thinking abilities with capacity to develop and execute long-term growth plans
- Collaborative approach to working with board members, staff, students, and community partners

Technical and Business Competencies

- Financial management experience including budgeting, financial reporting, and revenue/expense tracking
- Marketing and communications skills including digital marketing and social media management
- Proficiency with standard business software including Microsoft Office Suite or Google Workspace
- Experience with scheduling software, student management systems, or willingness to learn
- Understanding of nonprofit operations and 501(c)(3) compliance requirements
- Ability to work on-site at the Excelsior location and virtually as needed

Personal Characteristics

- Genuine passion for music education and student development
- Entrepreneurial mindset with creative problem-solving abilities
- Warm, welcoming personality that connects easily with students, families, and faculty
- Commitment to fostering an inclusive, diverse learning environment
- High degree of professionalism and integrity
- Flexibility and adaptability in a dynamic educational environment
- Self-motivated with strong initiative and follow-through

ADDITIONAL SKILLS AND QUALIFICATIONS WELCOMED

- Master's degree or higher in Music, Music Education, Arts Administration, or related field
- Experience with grant writing and fundraising for arts organizations
- Familiarity with the Twin Cities West Metro region and local music education landscape
- Multilingual capabilities
- Experience with multiple instruments or teaching methodologies
- Background in curriculum development or educational program design
- Knowledge of music therapy or special needs music education
- Experience organizing festivals, competitions, or large-scale music events
- Connections with local schools, community organizations, or arts councils
- Experience with volunteer management and community engagement
- Background in nonprofit board relations and governance

OPPORTUNITIES FOR GROWTH AND DEVELOPMENT

- **CONTINUING EDUCATION:** Support for pursuing additional training, attending conferences, workshops, and professional development opportunities in music education and arts administration
- **PROFESSIONAL NETWORKING:** Access to Twin Cities music education community and professional organizations
- **CREATIVE LEADERSHIP:** Opportunity to shape the vision and direction of an established music academy
- **Performance OPPORTUNITIES:** Access to performance venues and opportunities through Mount Calvary Lutheran Church partnership
- **MENTORSHIP:** Work alongside dedicated music educators and professional musicians
- **PROGRAM INNOVATION:** Freedom to develop new programs, initiatives, and strategic directions for the Academy
- **COMMUNITY IMPACT:** Meaningful work affecting students and families across the Twin Cities West Metro region

WORK ENVIRONMENT AND SCHEDULE

- Full-time position with combination of on-site and virtual/administrative work
- On-site presence required during peak teaching hours (typically afternoons/evenings)
- Flexible scheduling for administrative tasks and strategic planning work
- Primary location: Mount Calvary Lutheran Church campus, 301 County Road 19, Excelsior, MN 55331

- Peak seasons: Registration periods (tri-annual), recital preparation, and start of academic terms
 - Community engagement: Occasional evening and weekend commitments for performances, events, and community functions
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ABOUT MOUNT CALVARY LUTHERAN CHURCH

Mount Calvary is a vibrant and energizing place; a church community devoted to proclaiming the power of the Spirit and reveling in the love of Christ. Founded in 1930, the church is a large suburban congregation with worship attendance placing it amongst the 20 largest ELCA congregations in the United States, with 1,000 families and 3,500+ baptized members.

The church has regional impact through robust programs such as the Mount Calvary Preschool, Mount Calvary Academy of Music, Mount Calvary Foundation, and Many Hands Many Meals. Mount Calvary is located in the iconic town of Excelsior, Minnesota near the shores of Lake Minnetonka.

The Academy of Music, while an independent 501(c)(3) nonprofit organization, benefits from this partnership through access to excellent facilities, performance opportunities, and a community committed to excellence in music and the arts.

More at www.mountcalvary.org

APPLICATION PROCESS

To Apply: Interested and qualified candidates should submit the following materials to Chair Doug Affinito at daaffinito@gmail.com by March 15, 2026:

1. Cover Letter outlining your interest in the position, summary of qualifications, teaching philosophy, and vision for the Academy's growth
2. Detailed Resume including education, professional experience, and relevant accomplishments
3. List of References (minimum of three professional references)
4. Optional: Links to teaching videos, performance recordings, or other materials demonstrating your musical and instructional abilities

Questions? Contact Trina Volbrecht, Treasurer at 952-698-5962 or trina.volbrecht@mountcalvary.org

Mount Calvary Academy of Music is an equal opportunity employer committed to building a diverse and inclusive community. We welcome applications from all qualified candidates regardless of race, ethnicity, culture, religion, age, gender, sexual orientation, ability, or socioeconomic background.