

CALL FOR APPLICATIONS: EXECUTIVE DIRECTOR

Organization: The International Alliance for Women in Music (IAWM) is devoted to the equity, promotion, and advocacy of women in music across time, cultures, and genres. Providing opportunities and visibility, IAWM fosters and encourages the activities of women in music. Since its inception, IAWM has been managed through a team of volunteers. From 2020-2026, IAWM has expanded its programming, and publishing, and grown its membership

Submission Dates: June 15, 2026 - July 30, 2026 or until filled.

Start Date: September 1, 2026

Hours: Half time – 80 hours per month average – Remote environment with flexible scheduling.

PURPOSE:

The Executive Director is responsible for executing the Strategic Plans and Operations of the organization acting on the authority of the Board of Directors to advance IAWM's mission and vision.

RESPONSIBILITIES:

- **Strategic Planning and Membership**
 - In conjunction with the Board President, develop and implement a Strategic Plan with goals, strategies, and actions that align with the IAWM's mission, vision, and values, guiding the organization's direction and operations to achieve its mission and vision.
 - Collaborate with Board President and Membership Team in membership and board recruitment.
- **Leadership, Operations and Staff Oversight**
 - Manage the day-to-day operation of all programs, including the journal, working with board, staff and volunteers to ensure that programs are planned and implemented to create the most impact for the mission of the organization.
 - Prepare agenda for and participate in board meetings; provide timely and accurate updates and performance information to the board.
- **Fundraising and Development** - Working with the Board of Directors, develop and execute the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals.
- **Financial Management**
 - Work with the Treasurer and oversee all financial operations, including short and long-term budgeting, and forecasting to ensure organizational financial stability and long-term sustainability.
 - Collaborate with the Board of Directors to identify opportunities for revenue growth, investment, and cost savings.
- **Advocacy, Marketing and Public Communications**
 - Develop, implement and oversee a comprehensive marketing and communications strategy to increase the organization's visibility and reach, maintaining the organization's brand and messaging across all channels.
 - Serve as the "face" of the organization, representing it at events conferences, in the media and in communications with members and related organizations.
- Full responsibility details will be provided upon invitation to interview.

QUALIFICATIONS:

Proven leadership in arts administration or equivalent experience.
Demonstrated experience and success in Fundraising and Development.
Strong financial management skills, in the non-profit sector.
Ability to work collaboratively with staff, board members, donors, sponsors, and other stakeholders.
Leadership experience and the ability to coordinate with multiple board members.
Excellent communication and interpersonal skills and ability to work with board members .
A commitment to fostering a culture of inclusion and diversity, and expanding global representation.
Passion for mission and vision of the IAWM, and its community.

JOB SPECIFICATIONS:

Reporting to: Board of Directors
Contract terms: Half-time contract 20 hours per week for 50 weeks
Compensation: \$35-\$40/hr. based on experience and skills of the chosen candidate.

IAWM's employment decisions are made based on the needs of the organization and the qualifications of the applicants and employees. IAWM subscribes to a policy of Equal Employment Opportunity and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, gender identity or expression, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation.

Applicants should email a letter of interest including a description of their qualifications and a current resume to president@iawm.org with "**Executive Director**" in the subject line. IAWM is committed to hiring staff that represents the communities we serve.