

# EARSHOT JAZZ

## EXECUTIVE DIRECTOR

[Apply now](#)



[www.earshot.org](http://www.earshot.org)

# ABOUT EARSHOT JAZZ

For over 30 years, Earshot Jazz's year-round programming, magazine, and annual festival celebrate Seattle's place in the global jazz community while featuring local and emerging artists alongside internationally renowned jazz musicians. From its creation around a dining room table in 1984, Earshot Jazz found its own life, gathered momentum, and attracted a committed core group that included Gary Bannister, Paul de Barros, Allen Youngblood, Judy de Barros, Sandra Burlingame, Bob Mariano, Jeff Ferguson, Bruce Kochis, and many others. After successfully organizing as a 501(c)3 in 1986, Earshot Jazz began its first concert series and kicked off New Jazz, New City, an innovative residency program to take jazz out of the night club so young musicians and audiences could participate.



To learn more about the history of Earshot Jazz, [click here](#).

Since that humble beginning, Earshot Jazz has been led by a vision that honors jazz as a vital Black American art form that is a gift to global culture. Just like jazz, the organization honors the past while envisioning the future. Today, Earshot Jazz seeks a passionate leader to help write future chapters of this storied community organization as their next Executive Director.

## THE ROLE

The Executive Director of Earshot Jazz serves as the organization's chief executive officer and is responsible for overall strategic leadership, administrative management, financial sustainability, fundraising, and public representation. Working in partnership with the Board of Directors and a dedicated staff, including 3 direct reports, the Executive Director will uphold and expand Earshot's legacy of presenting innovative jazz programming rooted in Black American cultural expression. This role requires a dynamic leader who blends visionary artistic leadership with operational discipline and a passion for advancing this amazing artform. And while no two days will look exactly the same, we anticipate the incoming leader will focus their time and skills in the following areas:

### Organizational Strategy & Governance

- Collaborate with the Board and staff to shape and implement the organization's long-term vision, strategic plans, and policy decisions.
- Ensure transparency, accountability, and compliance across all areas of operation.
- Serve as a primary liaison between the Board and staff, providing clear communication and leadership support.





## Fundraising & Financial Management

- Serve as a primary fundraiser, working collaboratively with the Development & Communications Director to lead all fundraising activities, including major donor cultivation, grant writing, sponsorship development, and fundraising campaigns.
- Ensure financial health through strong budgeting, cash flow management, and reporting in partnership with the Finance Committee.
- Maintain accountability for legal, regulatory, and reporting requirements, including 990 filings and audit preparations.

## Public Engagement & Advocacy

- Serve as the public face and primary spokesperson of Earshot Jazz, representing the organization locally, nationally, and internationally.
- Cultivate strong relationships with cultural institutions, jazz artists and networks, funders, civic leaders, and peer organizations.
- Champion Earshot's mission and values through strategic partnerships, public speaking, and media engagement.

## Programming & Artistic Alignment

- Work collaboratively with the Artistic Director/Talent Buyer to ensure programming reflects the mission, values, and strategic goals of Earshot Jazz.
- Support program development that centers the voices and contributions of Black artists and communities.
- Advocate for jazz as a critical cultural force and tool for community empowerment.

## Operations, Human Resources, and Organizational Leadership

- Lead and support a high-performing team, fostering a culture of collaboration, respect, and accountability.
- Oversee HR policies, recruitment, retention, professional development, and performance evaluation.
- Ensure the organization's internal systems and structures support growth, compliance, and mission delivery.



## What You Bring

We encourage individuals from diverse backgrounds to apply, as your unique experiences can bring valuable perspectives to our team. Candidates will be evaluated on the full range of their lived and learned experience and core competencies, including:

- Minimum 5 years of nonprofit and/or executive leadership experience, preferably in the arts or cultural sector.
- Demonstrated success in fundraising and revenue development across diverse funding sources.
- Experience supervising staff and managing cross-functional teams in a mission-driven organization.
- Proficiency in nonprofit financial management, budgeting, and compliance.
- Strong public speaking, written communication, and relationship-building skills.
- Deep knowledge of and commitment to jazz as a vital Black American art form and to equity in the arts.
- Strategic and visionary thinker with a passion for community and culture.
- Confident and collaborative leader able to inspire trust and mobilize others.
- Adept at balancing creative and operational responsibilities.
- Values transparency, integrity, and mutual respect in all aspects of leadership.
- Committed to continuous learning, listening, and accountability.



## Preferred Skills

- Experience curating, producing, or supporting jazz programming or other performing arts.
- Familiarity with Seattle's arts and culture landscape.
- Knowledge of nonprofit governance and board relations.
- Lived experience/cultural competency working in diverse communities.

## Compensation & Benefits

The annual salary range for this position is \$97,000 - \$120,000 DOE

Earshot Jazz is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development.

Benefits include:

- Medical, dental and vision coverage
- PTO
- 11 paid holidays

## To be considered

The position is open until filled, with a priority deadline of September 12, 2025. Candidate materials are reviewed on an on-going basis, and initial interviews will begin immediately. Cover letters (two pages or less) addressed to Board President, Maurice James, and a resume can be submitted to Valtas at [www.valtasgroup.com/earshot-jazz](http://www.valtasgroup.com/earshot-jazz)

You may direct questions to Ed Rogan at [ed@valtasgroup.com](mailto:ed@valtasgroup.com) or Chris Cannon at [chris@valtasgroup.com](mailto:chris@valtasgroup.com).

*Earshot Jazz is an Equal Opportunity Employer. Candidates of color, LGBTQ+ candidates, women, candidates with disabilities, and candidates of all religions and national origins are strongly encouraged to apply.*