



## ***Tremble Clefs® San Diego***

***Fighting Parkinson's One Song at a Time***

### **Tremble Clefs, San Diego, is Actively Seeking an Executive Director**

**Background:** Tremble Clefs is a fun and therapeutic chorus for people living with Parkinson's, including care partners. Under the guidance of a professional choral director, we practice vocal exercises and sing popular songs which address voice symptoms of Parkinson's. We also learn movement-to-music and dance moves which address balance and flexibility issues. This takes place weekly at 3 locations throughout San Diego County and simultaneously online. The groups perform at community events, for local organizations and for friends and family, which enables Tremble Clefs to share their music and raise public awareness of Parkinson's. Tremble Clefs San Diego is a 501 (c) (3) non-profit organization which raises funds to meet expenses. The program is free to all participants.

#### **Scope of Responsibilities:**

We are seeking an Executive Director to provide leadership, direction, and support to carry out the mission and goals of our organization. Working with the Board of Directors, the Marketing Committee and the Program Operations Committee, the position's **responsibilities include the following.**

#### **A. Leadership**

- 1) Coordinate and implement long and short-term goals
- 2) Contribute to strategic planning and development
- 3) Organize/oversee a participant recruitment campaign for singers and volunteers
- 4) Represent Tremble Clefs to the membership, local and Parkinson's communities
- 5) Supervise volunteers and paid staff

#### **B. Board Development**

- 1) Identify and recruit effective board members
- 2) Establish a succession plan for on-going board membership
- 3) Attend monthly board meetings

#### **C. Resource Development and Management**

- 1) Assist the Treasurer (Sammy Knight), as needed, with the annual budget
- 2) Work closely with Marketing Committee Chair (Barbara Berlin)
- 3) Plan and organize performance/fundraising events & campaigns
- 4) Oversee TC Network for Good functions such as mailing lists, donor management, e-blasts, newsletters and explore resources
- 5) Attend monthly Marketing Committee meetings

#### **D. Program Operations**

- 1) Work closely with Music Director (Matt Ignacio)
- 2) Assist Matt to research venues and schedule TC performances

- 3) Oversee organizing & maintaining storage of membership records
- 4) Help plan and supervise occasional special projects: videos, workshops etc.
- 4) Attend Program Operations Committee meetings as needed
- 5) Attend TC rehearsals as needed for contact with singers

**Personal Qualities/Qualifications**

- 1) Good communicator, outgoing personality, is able to represent the group to the community
- 2) Good writing skills
- 3) Working knowledge/experience with “Network for Good” or similar software
- 4) Fundraising and donor cultivation skills
- 5) Able to work independently as well as demonstrate a collaborative & cooperative capability
- 6) Experience in the non-profit sector
- 7) Experience with website maintenance and/or grant-writing is a plus
- 8) Familiarity with music and/or Parkinson’s is a plus
- 9) Commitment to Tremble Clefs mission:

*To engage the Parkinson’s community in voice therapy and mutual social support through singing, performance and the power of making music together.*

**Position: Additional Expectations and Position Details**

- 1) Expected average hours: 25-30/week
- 2) Estimate 60% of work can be done remotely; the remainder will consist of on-site visits, in-person meetings, participation in live events etc.
- 3) Annual salary contingent on experience
- 4) No benefits are offered

**To Apply:**

- 1) **Please send resume, list of references, and letter of interest to [info@trembleclefs.com](mailto:info@trembleclefs.com)**
- 2) Visit our website: [www.trembleclefs.com](http://www.trembleclefs.com)
- 3) Visit us on Facebook: [facebook.com/TrembleClefsSD](https://facebook.com/TrembleClefsSD)
- 4) Mailing address: **6549 Mission Gorge Rd. #177 San Diego, CA 92120**

**Community ~ Commitment ~ Compassion**

**Tremble Clefs** is a **COMMUNITY** of people living with Parkinson’s, with a **COMMITMENT** to the healing power of singing, made possible by the **COMPASSION** we share for each other.



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**6549 Mission Gorge Rd. #177 San Diego, CA 92120**