

# SongwritingWith:Soldiers

## Associate Director - Job Description

### SongwritingWith:Soldiers (SW:S)

Nashville, TN

**Mission:** We transform lives by using collaborative songwriting to expand creativity, connections and strengths.

**Vision:** To create and deliver programs that successfully help people connect with self, community, and society to forge a more hopeful, unified world.

**Values:** The guiding principles we refuse to compromise as we conduct our mission in pursuit of our vision.

- **Collaboration:** Work with others to continually improve, create positive experiences and achieve more together than we could on our own.
- **Creativity:** Harness the power of creativity to better see, experience, and understand the people and possibilities in the world around us.
- **Integrity:** Take accountability for all our actions and be truthful, honest, and authentic in all we say and do.
- **Caring:** Recognize everyone's strengths and maintain a positive, empathetic, and respectful approach to all.
- **Openness:** Always be open and inclusive in thoughts and deeds, free of any bias or prejudice.
- **Connections:** Foster intentional, authentic, and lasting relationships between and among self, community, and society.
- **Bridging:** Break down barriers and build understanding between people with varying beliefs and attitudes.

We are an evidence-informed program where creative professionals, trained in the SW:S program model and culture, provide a judgment-free place where participants connect to themselves, each other and their communities.

We are "neutral ground" for all -- SW: is *not* military, religious, political, or a therapy intervention.

Our programming currently includes: in-person, three-day weekend retreats, online workshops and collaborative songwriting sessions; and customized collaborative songwriting programs with veterans, active duty military and their families.

### Job Description

#### OVERVIEW:

As SongwritingWith:Soldiers (SW:S) begins to implement an ambitious three-year strategic plan that focuses on growing and strengthening the organization, we have created the ASSOCIATE DIRECTOR position to strengthen our organizational structure to achieve what we have outlined in our plan.

The ideal candidate will be an experienced and dynamic individual who will be responsible for internal day-to-day operations, program activities and oversight for an innovative and successful non-profit that is pioneering the use of collaborative songwriting to benefit the veteran community and others. SW:S seeks a proven leader, team player and strong communicator, who can build upon the existing strengths and successes of the organization. This individual will become an integral member of a dedicated team of professionals and prominent partner organizations who have joined together to create and build this nationally recognized organization.

Under the general direction of the SW:S Executive Director, the ASSOCIATE DIRECTOR will oversee and manage planning, management of all aspects of SW: operations and programming, providing leadership and support to staff and internal partners. The ASSOCIATE DIRECTOR must have proven high-level and detail-oriented operations skills, as well as the ability to collaborate closely with our Program Director and Music Director who oversee the delivery of all SW:S programming.

The ASSOCIATE DIRECTOR will focus on internal operations and program delivery and continually assess and refine our current systems and procedures in order to maximize our impact and set the organization up for successful and sustainable growth.

#### **HIGH-LEVEL RESPONSIBILITIES INCLUDE:**

##### **Reporting to and working closely with the Executive Director to:**

- Enhance operational efficiency, implementation, impact, and program oversight
- Lead management, communication and collaboration of program staff
- Optimize internal systems and relationships
- Oversee operational budget

**Direct Reports:** Program Director, Music Director

#### **DUTIES INCLUDE:**

- Contribute to the organization's vision and impact by developing and implementing operational plans that align with strategic goals, including scaling successful programming and program resources/teams.
- Work in partnership with the Music Director and the Program Director to ensure the success of all programmatic and music initiatives.
- Negotiate and ensure compliance of contracts with partners, vendors and contractors.
- Maintain close working relationships with internal strategic partners as might be appropriate to support the goals and mission of SWS.

- Work with HR and benefits vendor, Insperity, to manage onboarding and offboarding, performance management, compensation and benchmarking, and benefit administration.
- Work with the Executive Director and Program Director to prepare, administer, and monitor Program annual budgets.
- Oversee the SW:S song catalog and video library including systems for management and maintenance.
- Work with the Music Director and oversee management of music assets (music files / lyrics / agreements).
- Work with the Program Director to put systems in place to measure outcomes, demographics and other metrics that show program success to ensure the impact can be properly communicated to the Board, donors and other appropriate constituents.
- Monitoring of all program and music related expenses and budgets and work to ensure that all related programs exemplify non-profit best practices when expending organizational resources.
- Optimize, procure and onboard technology systems, such as organizational database, project management applications, Google Workspace and other operational systems.
- Implement and oversee policies and procedures for filing systems, recording information, security, and retaining documents such as program records, correspondence, or other materials.
- Develop and maintain policies and procedures (operational, contractual and programmatic) working with vendors/contractors to manage completion of documentation.
- Keep informed of trends, issues and developments within the non-profit, operations, people management and other appropriate fields.
- Represent the organization as needed at events, conferences, etc.

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Proven success in managing multiple tasks and functions and leading in a fast-paced, innovative and highly collaborative environment
- Demonstrated emotional intelligence. Ability to respond to sensitive matters with diplomacy, discretion and empathy that exemplify an open, neutral, and non-judgmental environment
- Exceptional interpersonal skills and the ability to interact effectively with diverse individuals and populations
- Collaborative leader who operates as both a high level thinker and a hands-on implementer with the willingness to roll up their sleeves
- Experience mentoring, motivating, and training others to help them achieve their maximum potential
- Strong critical thinking skills with a demonstrated ability to problem-solve and identify viable solutions while keeping a calm demeanor
- Demonstrated ability to develop and maintain professional relationships and work collaboratively with teammates and program stakeholders, in-person and through remote, online formats

- Proven organizational and time management skills with strong attention to detail and an ability to prioritize and effectively handle multiple priorities
- Strong written, verbal communication, presentation and public speaking skills
- Ability and dedication to travel in support of SW: programs and outreach (10%)
- Proven success in establishing credibility, being decisive, and driving positive change
- Understanding of our mission, values, programs, and the impact of these programs and services on participants and their families
- Commitment to the highest standards of personal and business ethics and conduct
- Mission-driven, aligned core values, focused on continuous improvement for the business and personal growth and easy to work with in a collaborative environment
- Must be computer literate and proficient in Google Workspace, Microsoft Office (Excel, Word, etc.), and familiar with other or similar CRM and time-management software tools such as Donor Perfect, Asana, and DropBox

## **EXPERIENCE**

### **Requirements**

- Minimum of ten years of operational experience in a leadership role.
- Understand and have experience with budgets and budget planning.
- Extensive experience procuring and implementing policies and procedures.
- Experienced communicator and team builder with the ability to train and manage staff.
- Minimum of five years of experience with CRM or program data management systems.

### **Preferences**

- Experience with non-profit organizations
- Experience in with high-level/touch events or programs
- Experience with general music business practices
- Experience working with diverse, sometimes high-risk populations including those with exposure to trauma and invisible wounds.

## **EDUCATION**

### **Requirements**

- Bachelor's Degree in business, operations management or equivalent experience

### **Preferences**

- Advanced degree in organizational leadership or business fields, or equivalent experience

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Ability to work remotely as well as work from our Nashville office 2-3 days per week
- Up to 10% travel
- Lifting and carrying items up to 20 pounds

We are an equal opportunity employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, national origin, gender, gender identity, sexual orientation, marital status, citizenship, age, veteran or military status, disability, genetic information, or any other characteristic protected by law.

### **Benefits**

We value our employees' time and efforts. Our commitment to team members is enhanced by competitive compensation and a solid benefits package.

We work to maintain the best possible environment for our employees, where people can learn and grow with the company. We provide a collaborative environment where each person feels encouraged to contribute to the processes, decisions, planning and culture.

If you are a leader who believes in the power of music and storytelling to enhance and change lives; can contribute to the organization's strategic goals, with experience in optimizing operations, including scaling successful programming and program resources/teams; and meet our selection criteria; please submit a **letter of interest and salary requirements** in the body of an email and attach your **resume/CV** as a separate document to **HR@songwritingwithsoldiers.org**.