



NATIONAL OPERA ASSOCIATION (NOA) SEEKS EXECUTIVE DIRECTOR

Date: August 27, 2019

Contact: Paul Houghtaling, president@noa.org, 646-345-5584

The National Opera Association (NOA) seeks a dynamic individual to join its leadership team as Executive Director. In this part-time, highly flexible, work-from-home position, the qualified individual will partner with seasoned officers and a working Board of Directors to advance the mission of a vibrant organization. Duties will include maintenance of financial systems and membership databases, event planning for national and regional conferences, regular oversight of membership and renewal procedures through the organization's website, and participation in marketing, development, and strategic planning in collaboration with the NOA Board, officers, and an engaged committee structure. Eight hours per week are expected in the position although the time expectations fluctuate through the year. Familiarity with Quickbooks and basic non-profit, web-based technology will be important. Some all-expenses-paid travel required, including attendance at Board of Directors meetings, national conferences, and possible organizational representation at related conferences and promotional events. Salary to be discussed—this is the perfect opportunity for a freelance arts administrator. Please see NOA's website for more information about the organization and its activities at www.noa.org. Contact Paul Houghtaling, NOA President, at president@noa.org or (646) 345-5584 for more details about the position and related duties.