

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

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POSITION SPECIFICATION

## MANAGING DIRECTOR

Freight & Salvage

*Berkeley, CA*

### **Brakeley Search**

formerly known as Leadership Search Partners,  
is a search firm focused exclusively on the nonprofit sector.  
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with  
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

### **Managing Director, Scott Staub, ACFRE**

is leading this search assignment. Inquiries may be made, in confidence,  
to Scott Staub at [sstaub@brakeleysearch.com](mailto:sstaub@brakeleysearch.com).

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**TITLE:** Managing Director

**ORGANIZATION:** Freight & Salvage

**LOCATION:** Berkeley, CA

**REPORTS TO:** Board of Directors

### MISSION

The Freight & Salvage Coffeehouse is a nonprofit community arts organization dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world.

### VISION

The Freight recognizes that music flows from a rich diversity of traditions and communities. The music invited and produced speaks of love and inspiration, it challenges conventions, it is rooted in social justice, and it unites musicians, audiences, and students in the joy of sound and story. The Freight's values focus on: Traditional Music as an expression of human creativity across cultures and throughout time; Equity and Respect as fundamental human rights; The Connections between People that are strengthened by a shared love of music; Learning that inspires renewal and transformation; and Social Responsibility and Engagement that enrich our communities.

### ABOUT

Since its founding in 1968, the Freight & Salvage has been deeply rooted in that aspect of Berkeley's culture that embraced freedom, justice, acceptance, collaboration, and innovation. It all began when Nancy Owens took over the lease and the name of a failing used furniture store at 1827 San Pablo Avenue. Keeping her predecessor's business sign, telephone number, and yellow page listing, she re-opened the door as an 87-seat coffee house in June of 1968. By 1983, with Owens moving on to other endeavors, patrons, performers, and employees formally incorporated the operation as the Berkeley Society for the Preservation of Traditional Music. Thanks to a solid base of community support, astute business practices, and a little bit of luck, the club was on its way to becoming a secure cultural institution. In 1984, the Freight settled into its facility at 1111 Addison Street. Only three blocks from the original storefront, and with 220 seats and a new sound system, the new facility became one of the best spots in the San Francisco Bay Area to see and hear live music which continues to this day with a wider and more diverse programming of music. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. Over 340 concerts are presented along with hundreds of classes. Visit [www.thefreight.org](http://www.thefreight.org) for more information.

### **ABOUT THE OPPORTUNITY**

The Freight recently changed the management structure by creating the positions of Artistic Director and Managing Director. Peter Williams has been appointed Artistic Director and will work closely with the Managing Director in leading the Freight. The Managing Director will have oversight for administration, finance, and human resources. Development, Education and Marketing departments will also report to the Managing Director. Along with the Artistic Director, the Managing Director will interact with supporters of the Freight, particularly major donors. The Managing Director will represent the Freight in community engagement activities.

### **Key Responsibilities**

#### *Organizational Leadership and Management*

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all operational, financial, and fundraising activities of the organization
- Manage and inspire staff, leading the team toward a common mission
- Foster an organizational culture of results, learning, innovative thinking, accountability, and collaboration
- Maintain an effective and collaborative working relationship with the Board of Directors as a whole and with individual board members
- Serve as a principal resource to the Board of Directors and its key committees
- Cultivate and maintain strong relationships with major donors, government agencies and collegial organizations
- Partner and work collaboratively with Artistic Director to realize the Freight's goals
- Oversee facilities management and IT

#### *Fiscal Management*

- Develop, manage, and monitor organizational budget in partnership with the Director of Finance and Administration and the Board of Directors
- Strategically link revenues and resource allocation to facilitate and manage agency and programmatic growth
- Oversee the presentation of financial and organizational progress reports to the Board of Directors

#### *Fundraising*

- Deepen and expand relationships with diverse funding sources, including public agencies, foundations, corporations, and individual donors
- Drive key results in fundraising by working with the Director of Development and Board of Directors in a successful fund development plan

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## **Professional Experience/Qualifications**

### Experience:

- Minimum of 3 years of experience in a senior leadership role, including staff management and budgetary accountability of at least \$2M, preferably in the performing arts or music setting
- Experience supervising direct reports in an organization that has 10+ employees/volunteers
- Experience with oversight of complex, diverse range of programs or operations
- Experience developing and executing strategic plans for an organization
- Track record of building relationships and working effectively with public partners, supporters, business leaders, and the community
- Demonstrated ability to develop, and retain a diverse staff, cross-functional team performing in a high-stress environment

### Skills:

- Charismatic communicator, able to build enthusiasm for the Freight and its programs
- Ability to publicly advocate on behalf of the Freight
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to build relationships with supporters, partner organizations and government agencies
- Outstanding oral and written communication skills, including the means to address issues clearly and in non-confrontational and non-polarizing ways to a range of diverse people, but nevertheless with determination

### Personal Characteristics:

- Relational, not transactional, in dealing with people
- Organized, attention to detail, able to multi-task
- Problem solver and comfortable making tough decisions
- Emotionally mature with a good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations
- Demonstrated commitment to equity and inclusion
- Curious and open to feedback

### Highly Preferred:

- Ability to inspire and motivate volunteers
- Experience in facilities management

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### COMPENSATION

The salary range for the Managing Director is \$110,000 to \$125,000 annually.

### TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of Freight & Salvage. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at [CBurr@BrakeleySearch.com](mailto:CBurr@BrakeleySearch.com) with "Managing Director F&S" in the subject line.

### EOE STATEMENT

It is the policy of Freight & Salvage to provide equal employment opportunity for all applicants and employees. Freight & Salvage does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), national origin, ancestry, age, physical or mental disability, legally protected medical condition, veteran status, marital status, sexual orientation, gender identity, gender expression or any other basis protected by applicable state or federal laws. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfers, and disciplinary actions.

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