Coro Lux Administrative Director (Part-Time)

About *Coro Lux*

Albuquerque's *Coro Lux* (The Chorus of Light) is a dynamic non-profit now in its 12th year. With a motto of "Doing good as we do well," *Coro Lux* is committed to choral excellence and to creating beautiful and meaningful concerts for our community. *Coro Lux* is led by a volunteer Board of Directors, along with an Artistic Director/Conductor, and is supported by a small staff, all committed to the values, mission, and people of the three ensembles under its umbrella - the 55-voiced adult chorus called *Coro Lux*, the 20-voiced chamber chorus *Luminare*, and the *El Faro Youth Chorus*.

Position Summary

Coro Lux seeks a part-time Administrative Director to partner with the Artistic Director and Board of Directors in leading the organization's day-to-day operations. This role oversees administration, finances, fundraising, communications, concert logistics, and community engagement, helping ensure the long-term success and sustainability of the organization.

Key Responsibilities

- Support organizational planning and Board operations
- Support on budget management, tracking, and reporting
- In conjunction with the Board and Artistic Director, lead fundraising efforts, donor relations, sponsorships, and grant support
- Coordinate concert, rehearsal, and event logistics
- Oversee marketing, communications, ticketing, and audience engagement
- Maintain membership records and support singer and volunteer engagement
- Build relationships with community partners, funders, and other arts organizations

Qualifications

Required

- Bachelor's degree or equivalent professional experience
- Fundraising, administrative, nonprofit, business, or arts management experience

- Strong organizational, financial, and project management skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office and online Constituent Relationship Management (CRM) tools

Preferred

- Experience with nonprofit or arts organizations
- Extensive fundraising experience
- Grant-writing experience
- People management experience
- Experience working with volunteer boards and community organizations

Schedule & Compensation

- Approximately 20 hours per week (up to 80 hours per month)
- Flexible, hybrid work environment
- Some evening and weekend availability required for concerts and special events
- $25-$30 per hour
- Independent contractor position

Start Date

January 2027

To Apply

Please submit a resume and brief cover letter describing your interest and relevant experience to Annie.Gomez@abqcorolux.org.

Join *Coro Lux* and help strengthen a growing organization that brings exceptional music and meaningful community impact to Albuquerque.