

JJ Musgrove

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PROFILE:

Arts and nonprofit administrator and arts advocate with extensive experience in philanthropy, office and staff management, executive coaching, fundraising techniques, organizational development, strategic planning, and teambuilding. Keen assessment and evaluation skills coupled with dynamic leadership, humor, strong command of aesthetics, ethics, creativity, and enthusiasm for teamwork and problem solving. Leads by empowerment, encouragement, and promotes a transparent organization through servant leadership principles and executive coaching core values.

EDUCATION:

MS from Turner College of Business (Organizational Leadership), Columbus State University, Columbus, Georgia, 2012:

- Leadership theory – authentic, transformational and servant leadership
- Nonprofit capacity building
- Organizational behavior and organizational structure
- Strategic planning
- Ethics
- Negotiations
- Team building
- Employee motivation and compensation/human resource management
- CCE Certified Coach - Executive and Personal, International Coaching Federation Compliant

MA from the University of Central Missouri, Warrensburg, Missouri, 2003:

- Major – Theatre (acting/directing/arts management)

BA from Graceland University, Lamoni, Iowa, 1992:

- Liberal arts curriculum
- Major – Theatre
- Music emphasis

PROFESSIONAL EXPERIENCE:

Director of Donor Services for the Community Foundation of the Chattahoochee Valley, Columbus, GA, 2011 – Present.

- Help manage approximately 200 donor-advised, designated, organizational, and scholarship funds totaling \$97 million.
- Administer all grantmaking and scholarship programs
- Oversee weekly grants totaling \$7-10 million annually
- Serve as organizational representative for civic club appearances
- Prepare reports for board meetings
- Design grant and scholarship applications
- Serve as nonprofit capacity building and technical assistant consultant

- Serve on the United Way Community Annual Site-Visit Committee
- Design marketing and informational material
- Meet with potential donors, wealth advisors and nonprofit representatives
- Provide civic and nonprofit committee service
- Attend conferences and workshops including (but not limited to):
 - Knight Media Learning Seminar sponsored by the Knight Foundation – Miami, 2013
 - Council on Foundations Conference – New Orleans, 2012
 - South Eastern Council on Foundations – 2011-2013
 - Center for Effective Philanthropy Grant Making Workshop – Little Rock, 2011
 - Knight Foundation seminar – Community Foundations and the creation of “Art Places” within communities

**Executive Director of the Columbus Symphony Orchestra, Columbus, GA,
2005 – 2011**

- CEO/CFO of the second oldest founded orchestra in the United States
- Managed an average \$800,000 budget per year, an endowment of \$1.5 million, and several restricted funds totaling approximately \$2.3 million
- Reported directly to the CSO Board of Directors and prepared all financial, marketing, educational, and other related reports for meetings
- Developed strategic planning initiative with board, artists, and staff and help recruit and maintain key board members within the community
- Served as chief development officer and was responsible for obtaining sponsorships from corporations and foundations, which resulted in increased sponsorships from \$79,000 to \$135,000 annually and increased grant funding from \$15,000 to \$40,000
- Key grant writer and presenter of all local, state, and national grant applications
- Managed a \$230,000 annual fund campaign
- Served on the state music grant review and allocation panel for Georgia Council for the Arts for three years
- Planned and helped execute a fine wine and food event including wine auction to benefit orchestra each year raising \$80,000 to \$100,000
- Constantly evaluated and measured effectiveness of marketing and worked with marketing director to develop plan to increase orchestra visibility within the community which resulted in a 14% increase in ticket sales
- Served as administrative representative of the CSO at civic club meetings and other functions throughout the community
- Worked creatively with music director, board of directors, and marketing director and reshaped programming to turn around an organization that in the previous year posted an \$100,000 deficit to producing a surplus the following fiscal year and beyond
- Coordinated all scheduling of CSO season programming, including rehearsals, with seven programming series of RiverCenter for the Performing Arts and the Student and Faculty Recital and Performance Series of the Columbus State University Schwob School of Music (approximately 84 events)
- Contracted all guest artists and served as primary negotiator with all agents including CAMI, IMG, Opus3, YACG, and a variety of mid to small agencies throughout the U.S. and Europe

- Negotiated two collective bargaining agreements with musician's union

AFFILIATIONS, WORKSHOPS, CONFERENCES AND RELATED EXPERIENCE, PAST AND PRESENT:

- Georgia Center for Nonprofits Columbus "Georgia Gives Day"
- Georgia Council for the Arts – Music Grant Selection Panel (3 years)
- Columbus Cultural Arts Alliance – Executive Committee (6 years)
- Open Door Community House Volunteer – addressing homelessness
- Volunteer in the "Circles" program to end homelessness
- Past board of directors' member of the Rose of Athens Theatre Company, strategic planning committee
- Georgia Council for Nonprofits Columbus Executive committee member
- Association of Fundraising Professionals member
- Nonprofit Leadership Academy – certificate program with local nonprofit leaders in community taught by local nonprofit leadership group
- Nonprofit Sustainability Workshop co-coordinator for Columbus
- Servant Leadership Institute Conference – San Diego, 2013

COMMUNITY ACTIVITY

- Academic Paper: "Servant Leadership: A Critical Review. Where do we go from here?" Co-authored with Dr. Tobias M. Huning and Dr. Steven C. Brown, Columbus State University, Turner College of Business.
- Member of ArtBeat executive committee, a 2-week community festival celebrating the arts
- Adjudicator for the Columbus Ledger-Enquirer "Page One Awards" for high school seniors in the arts
- Urban League of Greater Columbus – helped coordinate music classes for disadvantaged youth during the summer months
- Columbus Literary Alliance – read to disadvantaged kindergarten and first grade students one day a week over an eight week period. (2 years)
- Celebrity judge at the annual Literary Alliance Trivia Bee.
- Served on search committee for a new Columbus Ballet Artistic Director
- Guest Speaker – speak at a variety of civic and church gatherings regarding music, the Columbus Symphony, and the arts and culture of Columbus in general
- Miss Georgia Pageant – judge
- Miss Illinois Pageant – judge

Founder and Managing Director of the Chattahoochee Theatre Ensemble, Inc., Columbus, GA, 2003 – Present:

- Founded ensemble-oriented theatre company in 2003 in the Chattahoochee Valley Area
- Developed business plan that resulted in the development of an educational children's theatre initiative
- Developed partnerships with local school district to perform in the schools
- Developed a partnership with the Columbus Museum to produce a series of children's oriented productions during the summer months

- Reevaluated business model and in 2008 started doing business as "Sherlock's Mystery Dinner Theatre" and have written, directed and produced twelve murder mystery shows at the Historic Columbus Marriott Hotel for over 8,000 patrons
- Continue to develop strong partnerships with the local hospitality industry, the Columbus Convention and Visitors Bureau, the Columbus Cultural Arts Alliance, and the Community Foundation of the Chattahoochee Valley
- Maintain company website
- Created box office operations including online ticket sales
- Secured grant funding of \$87,000 to date

Education Director for RiverCenter for the Performing Arts and Columbus Symphony Orchestra, Columbus, GA, 2004 – 2005:

- Coordinated all educational activities between the community and guest artists for both the orchestra and RiverCenter, as well as their respective agents in regards to outreach.
- Served as primary administrator for RiverCenter's education program, ArtsReach, and coordinated all media and marketing materials for the new program.
- Created study guides for multiple performance groups and orchestra concerts and disseminated them throughout a 5-county area in both paper and electronic formats.
- Worked with the local school districts on curriculum needs and contracted performance groups based on educational standards.
- Developed first education website for both organizations and created partnerships with all school districts within an approximate 5-county area.

Adjunct Instructor of Theatre, Columbus State University, Columbus, GA, 2003 – 2005:

- Taught courses for the Department of Theatre
- Continue to serve as guest lecturer in Arts Administration courses, Introduction of Theatre, and Careers in the Arts.

Director of Recruitment for the Barter Conservatory Program at Emory & Henry College, Emory, VA, 2001 – 2004: Planned and directed the recruitment of students for a new educational joint venture between the Barter Theatre, a professional LORT Equity theatre based in Abingdon, VA, and Emory & Henry College, a private liberal arts college based in Emory, VA.

- Identified top academic high school junior and seniors who were interested in pursuing a career in theatre and were looking for a total immersion in an environment that contained both a professional component as well as a small college experience.
- Designed all marketing materials including brochures, pamphlets, an interactive website, displays, and logos.
- Developed college's first fine arts scholarship program as well as implemented the college's first fine arts visit and audition days.
- Coordinated with professional theatre personnel as well as academic staff.
- Recruited over 100 students in a 3-year period.

Coordinator of the Appalachian Festival of Plays and Playwrights, Barter Theatre, Abingdon, VA, 2001 – 2003: Served as the primary administrator that coordinated all media materials, scheduling, and implementation of a national playwriting festival.

- Served as the principal screener of over 120 scripts per year.
- Coordinated communication with playwrights and their agents each summer.
- Scheduled rehearsals for staged readings around a full professional performance schedule.
- Assigned directors and cast actors
- Scheduled travel for incoming playwrights and guests.
- Scheduled performances and panel adjudicators for the staged readings.

Assistant Dean of Admissions and Director of Fine Arts Recruiting, Graceland University, Lamoni, IA, 1993 – 2001: Admissions recruiter for an eight-state region and primary recruiter for those potential students who were interested in majoring in the fine arts.

- Worked with potential students and their families in regards to orientation to campus life, creating financial aid packages, registering students for classes, and conducted a variety of individual and high school interviews.
- Created and maintained a Fine Arts Visit and Audition day for the University and auditioned students in art, music, and theatre for grants.

Adjunct Instructor of Theatre, Graceland University, Lamoni, IA, 1998 – 2001: Taught courses for the Department of Theatre including Acting I, Introduction to Theatre, and Dramatic Theory and Criticism, as well as coordinating the department of theatre's marketing vision.

FUNDRAISING EXPERIENCE:

Local Area Grants:

- Raised \$83,000 for the Columbus Symphony through the Columbus Cultural Art Alliance
- Raised approximately \$428,000 for the Columbus Symphony through individual applications, solicitations, and individual visits from local foundations
- Raised approximately \$1.3 million for the Columbus Symphony through annual fund campaigns
- Raised approximately \$133,000 for the Columbus Symphony through special events and projects
- Raised approximately \$87,000 for the Chattahoochee Theatre Ensemble in local grants, foundations and individual contributions

State Grants:

- Raised approximately \$75,000 for the Columbus Symphony from the Georgia Council for the Arts
- Raised approximately \$4,000 for the Chattahoochee Theatre Ensemble from the Georgia Council for the Arts

National Grants:

- Raised \$10,000 for the Columbus Symphony from the National Endowment for the Arts