



15 July 2017

DEVELOPMENT MANAGER

Job Description

The Development Manager is the key staff member responsible for managing the Annual Fund and special events, and plays an important role in donor relations. He/she reports to the General Manager and also serves as a liaison with some committees of the Board. The DM's important leadership of the Individual Donations area and Special Events allows the General Manager to focus on major gifts and corporate sponsorships.

The DM builds personal relationships with AF's donors and Board members, and will be called upon to handle tasks that require discretion and refined interpersonal skills. Maintaining positive relationships and communications with all of the above is essential. The DM also assists the General Manager with logistics at Board and committee meetings.

This position is currently 4/5-time but could be expanded to full-time in the second year if the DM is highly successful and wishes to be full time.

Responsibilities include, but are not limited to:

- **DONATIONS:** Implement and manage the Annual Fund campaign to achieve the goal of increasing it by 10% over two years; write the first draft of the solicitation letter, and lead the process of revisions along with senior staff and/or the Board president; create and manage timelines for Annual fund mailing campaigns; follow up with all parties involved, including printers and other vendors, to ensure that mailing campaigns stay on schedule; develop, implement and measure targeted campaign results; coordinate Board participation in solicitation and stewardship activities; produce donor acknowledgement letters; track gifts and maintain donor database; prepare and present Annual Fund reports for the Board.
- **SPONSORSHIPS:** Assist the GM to solicit individual or corporate sponsors for each set of concerts; prepare and maintain packets for corporate solicitation; manage corporate perks/trades.
- **EVENTS & RECEPTIONS:** Manage cultivation events and special events, including receptions at concerts; take the lead on all logistics for the Gala, while serving as liaison with the Gala Benefit committee and other volunteer groups; research venue and catering options and costs; create draft budgets for fundraising events; collaborate with the Marketing Manager to produce invitations and other printed Development materials; serve as the GM's partner at receptions - chatting with patrons, making note of names to remember and items requiring follow-up.

- **BOARD OF DIRECTORS:** Attend and participate in most Board meetings (3-4 per year); serve as staff liaison with the Development and Gala committees, including providing agendas, taking notes, and coordinating meeting dates; maintain Board handbooks and assist with other Board meeting materials; provide hospitality/refreshments for Board meetings and occasionally committee meetings; take full responsibility for all logistics at Board meetings, including room set-up and conference-calling set-up; collaborate with the Marketing Manager to write the first draft of the President's letter for each concert program book.
- **GRANTS:** Assist with grant proposals in collaboration with senior staff and the Artistic Director; research potential new funders; track deadlines and keep other staff informed of proposal and reporting deadlines; grant writing may become a responsibility of this position once the person has become sufficiently familiar with AF.
- **CONCERTS:** Attend approximately 3/4 of all concerts (at least through intermission) in coordination with the GM, either to support the GM or to meet patrons in the absence of the GM. There are 6-7 sets of concerts per year, with 4-6 performances in each set. Attendance is generally required at 80% of all concerts as well as special events.
- **GENERAL:** Coordinate volunteers; assist the GM with phone calls, correspondence, out-of-office errands, etc; provide general office and box office assistance, including at concerts.

Terms: This is a 4/5-time position (4 days/week); some evening hours are required, including working at about ¾ of the AF concerts. A half-day of comp time is provided for each evening concert that is worked.

Starting salary: 4/5 of a \$38-42k salary, commensurate with experience; health benefits will also be made available, and AF will pay the majority of the premium if individual elects to participate in the plan.

Qualifications

- A Bachelor's degree is required, Master's preferred;
- 3-4 years professional experience in arts management and/or nonprofit fundraising;
- Demonstrated experience increasing direct-mail driven annual fund donations;
- Excellent writing skills;
- An outgoing personality, including the ability to engage patrons in conversations;
- Proven facility with computers, including Microsoft programs, Excel and database work. Knowledge of QuickBooks is a plus;
- Analytical skills with numbers and data;
- A high level of professionalism, accuracy and attention to detail;
- Strong initiative and the ability to "own" a project from start to finish;
- A passion for the arts; the ability to work as part of a team;
- The job involves errands and meetings outside of the office; a car and valid driver's license are required.

To apply:

Please send resumé, cover letter, and names of current references to:

Search@apollosfire.org

Apollo's Fire Baroque Orchestra
Cleveland, OH