

Position Announcement

Development Manager

Chamber Music America

Chamber Music America (CMA) seeks a full-time Development Manager to implement the organization's development initiatives and to augment existing efforts with new strategies and creative approaches to increase contributed income. The Development Manager will work closely with and report to the CEO. The position offers the opportunity for advancement.

CMA is the national network for the small ensemble music profession. With a membership of 6,000 ensembles, concert presenters, festivals, training programs, independent musicians, educators, composers, music businesses, and chamber music enthusiasts, CMA encompasses multiple styles of music spanning historic, contemporary, Western European and non-Western genres.

Responsibilities:

- Collaborate with the CEO to create short- and long-term development plans
- Provide coordination and support for implementation of development plans
- Identify potential projects and strategies for funding
- Conduct research on existing and potential funders
- Make initial contacts with potential funding agencies
- Organize annual campaign and cultivation events
- Maintain and monitor Development calendar to assure that all proposals and reports meet deadlines required by funders
- Draft funding solicitations, letters of intent, proposals, applications, and reports; assemble supporting materials as required, and manage submission process
- Work with CEO and Finance staff to develop funding budgets and financial reports
- Maintain donor database
- Prepare and process acknowledgment letters and other development communications
- Monitor appropriate funder credits
- Other responsibilities as assigned

Requirements:

- Self-motivator and creative problem-solver
- Excellent written and verbal communications skills including expertise in the use of English grammar, punctuation, and syntax
- Strong organizational skills: ability to prioritize, manage multiple projects, and meet all deadlines
- Proficient in Microsoft Office, database, and internet usage. Donor Perfect experience is a plus.
- Three years' nonprofit development experience
- Interest in working as part of a team

Compensation is commensurate with experience. Employee benefits include health insurance, a 403b retirement plan, and paid vacation.

Projected start date: Immediately

Applications must be received by October 30, 2017.

To apply email the following materials to: Michael Welch, mwelch@chamber-music.org,

subject line: Development Manager

- a cover letter outlining how your skills and experience meet the qualifications of the position
- your resume
- a writing sample

Please, no phone calls. You will be contacted only if we wish to schedule an interview.

CMA is committed to a staff environment that is diverse, inclusive, and equitable. CMA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sex, sexual orientation, or gender expression.