

Director of Development and Donor Relations

Albany Pro Musica

Posted: December 19, 2016

Location: Troy Savings Bank Music Hall 30 2nd St, Troy, NY 12180

Position: Comprehensive development and donor relations

Field: Performing Arts

Salary: Commensurate with experience

Website: www.albanypromusica.org

Application Deadline: January 23, 2017

Category: Annual fund, Capital campaigns, Community outreach, Donor relations, Fundraising administration, Grants administration, Grant submittals, Planned giving, Prospect research, Public relations and communications, Special events, Other programs.

Employment Level: Full-time, Exempt

Albany Pro Musica, the premier chorus in the Capital Region, announces the opening of a search for a Director of Development and Donor Relations, a position new to the organization.

The Director of Development and Donor Relations is responsible for all aspects of APM's comprehensive development programs, steadily increasing all public and private financial support, and strengthening the donor pool. The Director of Development and Donor Relations reports to and works directly with the Executive/Artistic Director to develop and advance short- and long-term strategic fundraising goals and to help expand APM's presence and name recognition at a national and international level.

From trademark *a cappella* music to thrilling performances with the Canadian Brass, the New York City Ballet, The Philadelphia Orchestra, the Albany Symphony Orchestra and the Orchestra Pro Musica, Albany Pro Musica, now in its 36th season, is considered one of the leading performing arts organizations in the Northeast.

POSITION ELEMENTS

Create and implement a comprehensive Development Plan in alignment with APM's artistic and strategic goals, including specific immediate objectives and long-term goals, donor stewardship, workflow prioritization, informed revenue targets, and departmental growth.

Expand and diversify APM's prospect/donor pool of individual, corporate, and foundation support.

Manage and lead increasing annual leadership giving, lifetime giving, planned giving, and endowment gifts.

Research and create a government and foundation grants calendar, and submit timely proposals to private and corporate foundations.

Create and manage a comprehensive Development Master Calendar.

Lead successful individual fundraising efforts.

Oversee special fundraising campaigns, initiatives, and events.

In coordination with the Marketing Director and Executive Director, lead fundraising efforts with businesses, including sponsorship and trade arrangements with broadcast and print media.

Staff, coordinate, and regularly communicate with the Board Development Committee; involve Committee actively in prospect and donor identification, cultivation, solicitation, and appreciation efforts.

Strategically deploy Artistic/Executive Director and members of the Board of Directors, with key funders.

Be familiar or ability to become proficient with *Giftworks*; update, maintain, produce reports and provide recommendations for database improvement.

In collaboration with the Marketing team, produce print and electronic development materials.

Other related duties as assigned by the Executive Director.

QUALIFICATIONS

The APM's next Director of Development will be a self-motivated, strategic, optimistic, results-oriented communicator with great attention to detail. The successful candidate will be a team player with the ability to work effectively without close supervision. Candidates should hold, at a minimum, a bachelor's degree; a Master's degree is preferred. Successful candidates should have at least 3 to 5 years of relevant experience in development. The Candidate should demonstrate increasing responsibility in previous positions, as well as the ability to engage enthusiastically and effectively with a broad and diverse spectrum of individuals and situations, always with a professional demeanor. Successful candidates should have a deep appreciation for the Capital Region along with willingness to occasional travel state-wide. Recognizing that obligations in the performing arts often occur outside normal business hours, the candidate will expect to work irregular hours to fulfill duties. The incumbent in the position must hold a valid driver's license, must be able to travel on behalf of APM, and must be able to lift 20lbs. This full-time, exempt position reports directly to the Executive Director.

APPLICATION PROCEDURE:

To apply, send cover letter and resume to Executive Director, Dr. Jose Daniel Flores-Caraballo, Albany Pro Musica , Troy Savings Bank Music Hall, 30 2nd Street, Troy, NY 12180; or, by email to Deborah Onslow deborah.onslow@gmail.com