

ALBANY PRO MUSICA

Invites Applications for the Position of Director of Development and Donor Relations

Albany Pro Musica is seeking an individual passionate about the arts and with the development experience necessary to help build the capacity of a rapidly growing choral arts organization. The Director of Development and Donor Relations will hold a key position working closely with board, staff and donors to advance the organization's mission.

Now in its 37th season, Albany Pro Musica brings choral music that elevates the art and touches the heart to the Capital Region and beyond as Chorus-in-Residence at the historic Troy Savings Bank Music Hall. Albany Pro Musica introduces concertgoers to the musical splendor of the human voice in one of the nation's most legendary concert halls. Under the artistic direction of Maestro Jose Daniel Flores Caraballo, Albany Pro Musica has performed with such nationally recognized ensembles as the Philadelphia Orchestra, New York City Ballet and Albany Symphony Orchestra, solidifying APM's role as the preeminent chorus in the Capital Region. As one of the leading choral ensembles in the northeast, APM is revered for its mastery of intimate *a cappella* music, as well as large scale choral/orchestral works.

THE POSITION:

Full-time salaried position at a competitive rate per annum with generous benefits.

The Director of Development and Donor Relations serves as the chief development officer of Albany Pro Musica. The Director works under the supervision of the Artistic and Executive Director to develop strategies and programs for maintaining and increasing the contributed income of the organization.

Primary responsibilities include, but may not be limited to, the following:

Development & Fundraising – Work closely with the Development Committee, staff and volunteers to plan, develop strategies for, and manage or oversee fundraising programs designed for individual donors, corporate giving, foundations government grants and special events.

- Work with Development Committee to cultivate individual donors and secure major gifts and sponsorships
- Manage and oversee the Annual Fund
- Work with the board to seek and secure corporate sponsorships and underwriting
- Identify grant opportunities, subcontracting application preparation as necessary; track and act on reports and follow-ups from funders
- Oversee two annual fundraising events and other special donor functions

Donor Relations – Work with appropriate staff and volunteers to acknowledge, recognize and maintain relationships with APM's donors

- Implement donor benefits, ensuring individual and institutional donors are recognized and acknowledged at the appropriate giving level
- Recognize, record and track contributions and sponsorships
- Ensure that donations receive timely recognition and appreciation
- Check all publicity and other materials for proper sponsor recognition and work in conjunction with the Marketing Director to enhance the organization's marketing materials with regard to donor and/or sponsor-related issues
- Plan and manage post-concert receptions and other donor appreciation events
- Maintain relations with individual sponsors and donors
- Utilize donor relations technology to track, manage and identify opportunities with donors

Coordinate with staff, board and volunteers to provide instruction, training and supervision as required.

Official Representation – Represent the organization in contacts with donors, subscribers, sponsors and funding organizations or agencies as needed

Qualifications – the right candidate will demonstrate enthusiasm and excitement about the opportunity to build and grow the development capacity of Albany Pro Musica and will possess the following:

- Minimum of three years' successful experience in development with a non-profit organization; experience with a performing arts organization a plus
- Strong writing skills a must
- Flexibility and demonstrated ability to work closely and well with board, staff and volunteers
- Well organized and detail oriented
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision
- Excellent communication skills; use of technology and social media a plus
- Fluency with Microsoft Office suite and fundraising database software
- Minimum: bachelor's degree; relevant advanced degree is a plus
- Familiarity with music, particularly choral music, a plus

Application Procedure

- Email a cover letter and resume as two separate PDF attachments to Karen Hitchcock (khitchcock4@nycap.rr.com) using the subject line: DevDirector and your name. e.g., DevDirector Jane Doe
- Deadline for submission: September 1, 2017

FOR FURTHER INFORMATION ABOUT ALBANY PRO MUSICA, please visit: www.albanypromusica.org