

SEATTLE CHAMBER MUSIC SOCIETY

James Ehnes, Artistic Director

Position Announcement: **Director of Development – Individual Giving**

Date posted: February 7, 2017

Application deadline: February 28, 2017 or until position is filled

Position status: Permanent full-time salaried position

Salary: \$60-\$70K, DOE

Reports to: Executive Director

Organization Mission and Programs

Established in 1982, the Seattle Chamber Music Society's (SCMS) mission is to foster the appreciation of chamber music in our region by presenting performances featuring world-class musicians in accessible and inviting formats, with an emphasis on developing a broad-based sustainable audience through education and community outreach. Each year SCMS presents world-renowned musicians in fresh, exciting and spontaneous ensemble performances of traditional, contemporary and seldom-heard chamber music repertoire. The *Summer Festival* presents twelve main series concerts in July and the *Winter Festival* presents six concerts over two weekends in January, all at Benaroya Hall's Illsley Ball Nordstrom Recital Hall. As part of its commitment to contemporary chamber music, SCMS commissions a new chamber music piece each year, supported by its Commissioning Club of individual donors. In addition to its high quality performances, SCMS offers community engagement programs for adults, youths and the community at large to encourage audience appreciation and understanding of chamber music. These programs bring audiences of all ages in close contact with musicians and their music through informal, accessible and enjoyable formats.

Now in its 36th season, SCMS, has six year-round staff members, and an annual operating budget of almost \$1.3 million, and an endowment of \$2.1 million, managed by a separate Foundation. The organization has operated with a balanced budget since its founding in 1982.

Looking ahead, SCMS has several exciting plans in the next few years: the launch of a campaign to support the move to a new administrative office and chamber music center in 2020, expansion of our Education and Community Engagement programs, and a commitment to continue to bring the best in chamber music to Seattle and the region.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible through the Festival atmosphere. This is accomplished by promoting a culture of deeply personal customer care that serves to enrich the experience for our audience at the concert hall and beyond through positive, attentive interactions at every level.

Principal Duties

As a Development Department of one, the position is responsible for designing strategic fundraising initiatives and plans as well as for implementing donation processes and maintaining donor records.

Annual Fund

- Create and implement Annual Fund campaigns in fall and spring
- Implement donation process including gift acknowledgement and reconciliations with accountant
- Coordinate donor benefits
- Oversee donor relations for special house concerts

(over)

Major and Planned Gifts/Endowment

- Develop and oversee cultivation and stewardship programs for Major, Planned and Endowment gifts
- Serve as key relationship manager for board leadership, Artistic Director and Executive Director
- Develop and oversee effective solicitation training for campaign volunteers (board)
- Integrate and coordinate development campaigns with other SCMS initiatives (marketing, special events)

Minimum Qualifications: Bachelor's degree and 3 to 5 years progressively more responsible experience in fund development, donor identification and cultivation, solicitation and stewardship. Experience working effectively with leadership to motivate volunteers to achieve contributed revenue goals.

Skills:

Excellent writing and editing skills.

Strong interpersonal and oral communication skills.

Self-motivated; able to take initiative and able to work both independently and in teams.

Competence in word processing, spreadsheet, donor management systems (Patron Manager is an advantage).

Ability to provide high-level customer service to donors.

Attention to detail and ability to meet deadlines and problem solve.

Knowledge of current philanthropic trends.

Knowledge of prospect management techniques.

Ability to handle multiple demands and respond to changing priorities.

Application

Interested candidates should apply with cover letter and résumé to:

Connie Cooper, Executive Director

Seattle Chamber Music Society

10 Harrison St.; Suite 306

Seattle, WA 98109

connie@seattlechambermusic.org

Please, no phone inquiries. Email is okay.

Seattle Chamber Music Society is an equal opportunity employer, and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

Feb 2017