

# SEATTLE CHAMBER MUSIC SOCIETY

*James Ehnes, artistic director*

*Position Announcement:*

## **Director of Advancement**

*Date posted: May 31, 2022*

*Application deadline: June 19, 2022*

*Position status: Permanent full-time salaried position*

Salary: \$80,000-\$100,000 with benefits

*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 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 Nordstrom Recital Hall. World-renowned violinist and 2021 Gramophone Artist of the Year James Ehnes serves as the artistic director of SCMS.

In November 2021, SCMS officially opened the Center for Chamber Music. Located at the corner of Sixth and Union in the heart of downtown Seattle, the Center will offer year-round concerts and events and serves as the administrative offices.

SCMS offers community engagement programs for adults, youth and the community at large to make world-class music accessible to everyone. 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 superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible.

## **Position**

Seattle Chamber Music Society seeks a dynamic and creative teammate for the newly created Director of Advancement position. The Director of Advancement tells the story of Seattle Chamber Music Society from a development perspective - locally, nationally and internationally – and leads the unearned income efforts of the organization.

This role leads strategy, planning and execution for successful development activities to advance SCMS' mission.

This is a full-time exempt position. The advancement director is expected to attend evening and weekend events related to SCMS concert activities.

## **Principal Duties**

- Collaborate with executive director for annual revenue budget with strategies to reach earned and unearned revenue goals.
- Maintain a portfolio of patrons and donors
- Lead the implementation of Annual Fund campaigns, including the creation of donor benefits.
- 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.
- Work with the executive director and marketing manager to coordinate communication efforts to maximize opportunities for earned and unearned revenue increases.
- Work with SCMS development and marketing staff to oversee the creation of materials and messaging for donors.
- Assist grant writer to identify and receive government and foundation support.
- Create strategies to improve donor and subscriber retention.
- Maintain professional networks for continued learning.

## **Other Responsibilities Include:**

- Work with the marketing manager to maintain the profile of SCMS in the media and the public at large to promote the mission and vision of Seattle Chamber Music Society.
- Work with the executive director and marketing manager to evaluate and develop organizational brand standards; oversee budget and placement for print and electronic advertising in other publications.
- Participate in a website rebrand
- Lead the Development committee.

- Participate and engage in ongoing Diversity, Equity and Inclusion trainings and discussions.

### **Preferred Qualifications**

- Commitment to Seattle Chamber Music Society's mission and values.
- Minimum 3 years of professional experience in development
- A love and appreciation of classical music, especially chamber music.
- Excellent interpersonal and communication skills; ability to articulate ideas clearly and concisely in both written and oral format, and ability to build and maintain relationships.
- Commitment to working as a member of a team.

### **Compensation and Benefits**

- Salary range: \$80,000-\$100,000
- Health, dental and vision insurance
- 6% SEP plan contributions
- Vacation (17 days/year) and sick leave

### **Diversity Statement**

SCMS honors the experiences, perspectives, and unique identities of its employees and strives to create a work environment which is inclusive, equitable and welcoming for all.

Seattle Chamber Music Society is an equal opportunity employer. SCMS does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.

### **Application**

To apply, email [john@seattlechambermusic.org](mailto:john@seattlechambermusic.org) with a cover letter and resume and include "Advancement Director" in the subject line.

Contact [john@seattlechambermusic.org](mailto:john@seattlechambermusic.org) or 206-283-8710 with any questions.