

## **Position Available Director of Development**

**The Concord Community Music School** is New Hampshire's largest community music school, serving 1400 students weekly and more than 33,000 audience members and community participants annually. Its mission is *to foster a sense of community through music by providing the fullest possible array of musical experiences for people of all ages, musical abilities and backgrounds.* Successes in fulfilling that mission include the fact that 41% of its weekly students receive free or reduced-cost instruction, and more than 200 public musical events welcome diverse audiences on-site and in hospitals, schools, and venues statewide. An exceptional artist faculty teach and perform classical, folk, jazz and world music.

Strong community support has made possible the School's success, with 40% of its \$1.8 million annual budget contributed by individuals, foundations, businesses, and government agencies. Through a \$3 million capital campaign completed in 2001, the Music School has expanded its statewide programs, its asset base, and doubled the size of its facility.

Recognition, through highly competitive national awards, has come from such major funders as the National Endowment for the Arts, Jane's Trust, and the Kresge, Hearst and Wallace Foundations. Other awards include an ASCAP *Award for Adventurous Programming*, the Dunfey *Award for Excellence in Management*, the *Non-Profit Business of the Year Award* from Business NH Magazine, and the *Governor's Arts Award for Cultural Access Leadership*.

**The Director of Development** is a critical member of the senior management team, responsible for planning and implementing all development activities, including the Annual Fund, grants from corporate, foundation and government sources, and major gifts for annual and capital needs. The cultivation and development of relationships with major donors is a primary responsibility of this position. The Director of Development will be responsible for increasing annual operating support, reserves, and endowment, particularly through major gifts, directing and growing the development department, and strengthening planned giving.

The Development Department also includes the current positions of Database Manager, who provides general support and has responsibility for database management and donor stewardship, a part-time Foundation & Government Support Manager, who writes, researches, and administers grants. A portion of the job description of the Administrative Assistant is devoted to donor gift entry and stewardship.

We seek a seasoned, self-confident individual who will thrive in a vigorous, creative professional environment. The successful candidate, in addition to demonstrated success in annual/capital fundraising, will be passionate about the school's work and mission, and able to shape a compelling case for support. Outstanding leadership and communications skills are required, in addition to the personal skills required to work closely with trustees, volunteers, staff and faculty. Experience in fundraising for educational institutions and knowledge of New Hampshire and national cultural funders is desirable.

## Responsibilities

### Management:

- Together with the President, Board, Faculty Council and management team, ensure that the Strategic Plan is fully implemented.
- Together with the Directors of Education & Community Partnerships, Communications, and Finance & Administration, work as a cohesive senior management team with the President.
- Direct and manage the day-to-day work of the development department.
- Prepare and administer budget for development expenses and contributed income.
- Staff the development committee of the Board and other advisory committees as needed.
- Create annual and long-term development plans to sustain and improve the fiscal and long-term health of the organization.
- Supervise the Database Manager and the Foundation & Government Support Manager, and oversee the work of the Administrative Assistant in donor gift entry and stewardship.
- As resources allow, build the development department staffing.

### Development:

- Plan and oversee all development activities, with a concentration on individual giving.
- Direct major gift strategy together with the President and the Board, to include significant annual increases in Orchard Society membership (a society of donors who make 3-year pledges of annual operational support at a minimum of \$1K/year) and major gifts for annual and capital purposes.
- Strengthen and develop planned giving opportunities.
- Strengthen relationships with present and potential donors through increased staff and Board contact, stewardship and recognition.
- Initiate and/or supervise all donor events including any special fundraising events.
- Support the Board and the President in the Sustainability Campaign, through management of development department staff and oversight of planning and record-keeping.

The Concord Community Music School is an equal opportunity employer and all qualified candidates are encouraged to apply. This position reports to the President and includes full health and vacation benefits. Staff and faculty at the Music School enjoy a challenging, stimulating and collegial work environment with excellent staff rapport, a dedicated board, and enthusiastic faculty. Salary is commensurate with experience.

Interested candidates should send resume and cover letter to:

President, attn. Development Search  
Concord Community Music School  
23 Wall Street, Concord, NH 03301  
[psenter@ccmusicschool.org](mailto:psenter@ccmusicschool.org)

**All inquiries will be held in the strictest confidence. The position will be held open until filled. Applications will be reviewed beginning October 15.**