



## **Job Description Development Director**

Choral Artists is seeking a Development Director to help us build our organization and ensure the continuation of a strong financial base. The Development Director reports to the Executive Director. This position is envisioned as less than full time – probably half time.

### **Areas of responsibility**

- Develop and implement fundraising plan
- Identify donors: corporate, individual, foundations
- Cultivate potential donors and maintain active engagement
- Create and coordinate a Development/Fundraising committee
- Report at monthly board meeting

### **Fundraising**

- Develop messaging and fundraising campaigns
- Cultivate potential donors and solicit donations
- Retain Current donors and increase their giving
- Identify grant opportunities and assist with grant preparation
- Identify and generate concert sponsors

### **Fundraising events** (involve committee in planning and execution)

- Plan events in coordination with staff and executive committee
- Develop event sponsors
- Expand participation

### **Administrative**

- Track donor giving and maintain active donor base
- Generate “Thank You” letters and calls
- Coordinate Board “Thank You” calls
- Create “Thank You” opportunities

### **Qualifications**

- Bachelor's degree in marketing, communications, or a related field
- Professional fundraising experience preferred
- Event planning experience a plus
- Relationship management skills
- Organizational and communication skills

### **Vision**

Choral Artists of Sarasota, the region's premier professional vocal ensemble, celebrates the excellence of choral music through innovative, stimulating performances and educational outreach.

### **Mission**

- Present the best in choral music, embracing the rich diversity of its international repertoire
- Present engaging performances that move, inspire, and delight
- Provide educational materials which engage and enlighten audiences and performers alike
- Employ choral works to nurture, motivate, and strengthen the musical and social fabric of our community
- Recruit, develop, and retain the best musical talent available