

Development Director

Summary of Job Responsibilities:

The development director is responsible for building and executing the development or fundraising plan for the choir. She manages a fall donor drive, including preparing and distributing a solicitation letter, collecting contributions, delivering them to the treasurer, as well as overseeing data entry and acknowledgements. She manages the donor lists and provides them for the concert programs. A new position on the board, the director will have the opportunity to build the development function, including soliciting local businesses and seeking grants.

Duties/Tasks:

- Develop and execute the choir's annual fundraising plan.
- Secure financial support from individuals, foundations, and corporations.
- Manage the fall donor drive, including requesting potential donors from choir members, preparing solicitation letters to current and past choir members as well as community members, distributing letters to choir members, and mailing to community members.
- Receive donations, hand off to the treasurer, and enter in the Arts People database, a performing arts patron data management system that generates e-mailed acknowledgements.
- Maintain donor lists, including updating addresses and purging records.
- Develop and maintain ongoing relationships with major donors.
- Make recommendations to the board regarding fundraising goals.
- Review and make recommendation to the board for donor levels in anticipation of fall donor drive.
- Provide names and giving level of donors to the marketing director for the concert program.
- Attend two-hour, bi-monthly board meetings.

Helpful Skills:

This position requires excellent solicitation skills and experience, as well as awareness of the Eugene arts community and potential sources of gifts. The successful director will have excellent organizational, managerial, and communication skills; creativity; basic word-processing skills, including mail merging; and data entry skills.

Time Commitment

The time commitment varies but probably amounts to 40 hours concentrated in September through January.

Elected Position:

Elected annually.