



Director of Development

The Arlington Chorale – composed of a 70-voice auditioned adult chorus and Performers With Purpose, a youth ensemble – is seeking a part-time Director of Development to work with the Artistic Director and Board of Directors (Board). This role will be responsible for leading and implementing strategies to support the growth and sustainability of the organization through effective fundraising initiatives. The Director of Development will play a key role in expanding the Chorale's donor base, increasing community engagement, and enhancing the Chorale's brand presence. The Chorale is in an exciting stage of growth as it expands its community engagement, develops new partnerships with local non-profits, and focuses on diversity, equity, and inclusion initiatives. Under the leadership of Dr. Ingrid Lestrud, the Chorale performs a diverse repertoire that includes well-known masterworks with orchestra, culturally responsive pieces by living composers, and new commissions.

The Director of Development will work closely with the Artistic Director and Board in the following areas:

Development

- Develop and execute comprehensive fundraising strategies to support the financial needs of the Chorale, including individual giving, corporate sponsorships, grants, and special events. The current budget is approximately \$165,000, and the budget has been growing by 20%-40% each year.
- Manage a calendar of grants and keep up to date with active proposals, reporting requirements, and new funding opportunities.
- Cultivate and maintain relationships with current and potential donors, sponsors, and community partners to secure financial support and strengthen the Chorale's network.
- Plan and lead annual fundraising campaigns and other campaigns as necessary, in collaboration with the Board's Fundraising Committee.
- Ensure effective donor communication through gift acknowledgments and stewardship.
- Grow the Chorale's corporate giving program.
- Collaborate with the Artistic Director and Board to align fundraising efforts with the Chorale's artistic vision and programming goals.
- Create and provide tools for consistent donor communications and messaging for Board & Chorale members.
- Advise the Board and individual Board members on best practices to increase fundraising capacity and develop fundraising strategy

Minimum Qualifications:

- Proficiency in Microsoft Excel, Microsoft Word and Google Workspace required. Experience with website development and CRM software desirable.
- At least 3 years prior experience in a similar development role with a non-profit organization.
- Bachelor's degree in marketing, communications, arts administration, or a related field OR equivalent experience.
- Self-motivated and proactive.
- Willing to provide writing samples.

The ideal candidate will bring:

- Proven track record of successfully developing and implementing fundraising strategies in a non-profit organization.
- Strong interpersonal and relationship-building skills, with the ability to engage and inspire donors, sponsors, volunteers, and community members.
- Knowledge of the local arts and culture community and familiarity with Arlington's philanthropic landscape is a plus.
- Excellent written and verbal communication skills, with the ability to effectively convey the mission and impact of the Chorale to diverse audiences.
- Experience in grant writing and securing corporate sponsorships is highly desirable.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks and deadlines.
- A passion for and experience in helping small non-profit organizations achieve their mission and potential through strategic operations, creative, high-caliber artistry, and deep community engagement.

Role Details

- Time commitment and hours: Approximately 15 hours per week, with some evening and weekend commitments including concerts, donor events, and other special events. Occasional Board meetings (typically Wednesday evenings every other month). Many hours are flexible and vary according to the season calendar.
- Compensation: \$20,000. This position does not offer benefits.
- The Director of Development reports directly to the Artistic Director and ultimately to the Board.

To Apply

- Please submit a cover letter, resumé, and list of three references to info@arlingtonchorale.org by April 30.