

Position Opening: Development Manager

GRAMMY-winning chamber orchestra APOLLO'S FIRE seeks a collaborative and efficient **Development Manager** to lead our Annual Fund; manage cultivation events and special events; manage foundation and government grants (helping with grantwriting, but not responsible for the majority of the writing); play an important role in donor cultivation; and provide support and coordination to the Development team. This is a full-time position (or ¾ time, with reduced responsibilities, negotiable), reporting to the General Manager.



ORGANIZATIONAL CULTURE:

- Entrepreneurial, fast-paced organization with a **30-year track record of success**
- Highly **collaborative** staff are cross-trained and support each other at busy times
- Strongly committed to **diversity and inclusion**
- **Internationally recognized** for artistry and bringing classical music to new audiences

WE SEEK:

- An arts professional who wants to learn and grow in a respected arts organization
- An **engaging communicator** who enjoys working with people
- An **empathetic and flexible team player** who balances initiative with a willingness to learn

About Us:

GRAMMY® award-winning ensemble Apollo's Fire (AF), based in Cleveland, OH, is one of the world's leading period-instrument baroque orchestras. Under the direction of Artistic Director Jeannette Sorrell, AF performs about 40 concerts per year at its home series in Northeast Ohio; about 6-7 concerts on its satellite series in Chicago; and tours internationally at such venues as Carnegie Hall, the BBC Proms (London), the Royal Theatre of Madrid, the Tanglewood, Ravinia, and Aspen festivals, the Library of Congress, the Metropolitan Museum of Art (NYC), and more. AF's extensive educational and outreach programs in Northeast Ohio include school workshops, FREE Family Concerts, and Baroque Bistro concerts in restaurants. Apollo's Fire also runs a major

string program in the public schools on Chicago's south side. AF's diversity initiative, known as the MOSAIC Project, is in its 4th year and has included specially-designed concert programs, commissioned works by Black composers, training for talented young musicians of color, and nurturing the careers of several up-and-coming artists of color.



Apollo's Fire has an annual budget of around \$2.8 million, a Board of 26, and a staff of approximately 5 full-time and 7 part-time employees. See www.apollosfire.org.

Apollo's Fire is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment, an equitable organization, and a diverse music community.



Major Responsibilities:

- **Institutional Giving:** manage foundation and government grants including compiling information from 2-3 other staff, doing some of the writing, and ensuring that deadlines are met; also research potential new funders
- **Annual Fund:** manage the twice-yearly Annual Fund campaign, including solicitation mailings and annual online giving plans; use AF's database software to track all gifts; complete and send donor acknowledgement letters on a timely basis, using AF's agreed-upon protocols
- **Special Events:** manage all special events including the Gala, donor receptions, occasional smaller benefit events, parlor meetings, and the like; lead and work with the Gala committee; track gifts; create and deliver sponsorship materials in collaboration with the Marketing and graphic design staff
- **Development Team Coordination:** support and collaborate with the 2 part-time Development Directors working in AF's Akron and Chicago markets
- **Donor and Board Relations:** check in with donors regularly about upcoming events; participate in the overall cultivation of more significant donor prospects; work with the Development Committee to support fundraising efforts and provide reports
- **General Fundraising:** help achieve fundraising goals from all sources (Board members, non-Board donors, foundations, government, and corporations); participate in the effort to identify and secure new and increased gifts and grants
- **Concert Duties:** all AF staff are expected to work at approximately 75% of AF's concerts. There are roughly 28-30 subscription concerts per year, 4-5 Bistro concerts, and 6 summertime Countryside concerts.
- *Other duties as assigned from time to time*



Compensation & Terms:

Full-time or $\frac{3}{4}$ -time position, negotiable; working from home 1 day per week is fine; starting salary range is \$47-54k (if full time), depending on experience; excellent health care benefits; optional 403-B retirement savings plan (tax shelter); a $\frac{1}{2}$ -day of comp time is granted for each full-length concert worked (comp time should be used within 6 weeks); 10 business days of paid vacation, in addition to the week between Christmas and New Year's when AF is closed.

Qualifications:

- At least **3 years of experience** at a professional non-profit, with at least 1-2 years in Development, and a clear track-record of success
- A **collaborative, team-player spirit** and empathy for one's colleagues
- Ability and willingness to function in a **cross-disciplinary staff environment**, where a small but talented staff supports each other in managing a fast-paced organization
- Successful experience managing **special events**, preferably including a "gala"
- Strong written and verbal **communication skills**; excellent **organizational and interpersonal skills** evidenced by relationships with prior managers and colleagues
- A demonstrated passion for the **performing arts**
- Evidence of **strong initiative**, balanced by a willingness to respect the organization's protocols and traditions
- Proficiency with Microsoft Word, Excel, and at least 1 database software program
- Bachelor's Degree required; Master's preferred
- A background in classical music or music education is a strong asset, but is not required
- **Residence in Greater Cleveland** will be required; a car and valid driver's license also required

To apply:

Please send cover letter, resumé, and 3 references via email to search@apollosfire.org.