

Development Director Position Announcement

Oberlin Choristers is a community-based performing arts non-profit organization based in Northeast Ohio. Choristers has rehearsal and performance locations in Lorain and western Cuyahoga counties with season-long choirs, domestic and international touring opportunities, and community engagement programs. We are currently seeking a part-time Development Director to lead our development efforts as we grow back from the pandemic.

Role of the Development Director: The Development Director serves as the chief fundraising and grants officer and reports to the Choristers Board of Directors. The Development Director work closely with the Board of Directors and administrative staff to facilitate the execution of the organization's development plans.

Fundraising: The Development Director works with the Board and staff to strategize fundraising activities of the organization, including but not limited to annual fund drives, special events, corporate sponsorships, government support, and foundation grants. The Development Director is responsible for writing and submitting all letters of inquiry, grant proposals, final reports, and written appeals. The Development Director also works with staff to plan and implement audience development activities including marketing strategies, public relations, and promotional events, as well as seasonal, production, and program sponsorships.

Planning: This position works closely with the Board and staff to create and execute long-term strategic planning efforts as it relates to development and fundraising.

The ideal candidate will ideally possess:

- A bachelor's degree in Nonprofit or Arts Management or related field and a minimum of three years' experience with a non-profit or for-profit organization.
- Experience in fundraising, strategic planning, relationship building, and financial management is highly desirable;
- Demonstrate experience and interest in supervising/managing fundraising campaigns and identifying new sources and increased levels of contributed income;
- Possess strong computer skills and experience with MS Office 365, Google Suite, Zoom and CRM programming.
- Be able to speak and write persuasively and serve as a spokesperson for Oberlin Choristers;
- Have experience and knowledge of marketing, advertising and public relations activities, particularly as they relate to growing enrollment and other earned income revenue;

Job Type: Hybrid part-time position with occasional evening and weekend responsibilities. Remote and in-person hours based on need.

Experience: Minimum 3 years' experience in nonprofit administration, business, and/or related field.

Education: Bachelor's degree in Arts Management or related field.

To Apply: Interested candidates should send cover letter, resume, with three references to info@ochoristers.org. Only electronic communications will be accepted.

Applications due by 5:00pm on August 1, 2024.

Oberlin Choristers is an Equal Opportunity Employer.