

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; play an important role in donor cultivation; and provide support and coordination to the Development team. This is a full-time position (or $\frac{3}{4}$ time, with reduced responsibilities, negotiable), reporting to the Director of Development.



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:

- **Annual Fund:** manage the Annual Fund campaign, including solicitation mailings and annual online giving plans; use AF's CRM (Customer Relationship Management) software to track all gifts; complete and send donor acknowledgement letters on a timely basis, using AF's agreed-upon protocols
- **Donor Relations:** participate in the overall cultivation of annual fund donors; interface with donors and patrons of AF over the phone, email, and at events.
- **Communications:** develop, implement, and track development-related communications calendars and draft communications pieces as needed with input from stakeholders and Development and Marketing staff.
- **Board Relations:** act as the primary liaison for the Board of Directors and provide support for quarterly board meetings and other board committee meetings as needed. Duties may include drafting board communications, scheduling and meeting logistics, and coordinating and compiling finance and development reports to the Board.
- **Special Events:** provide support for all special events including the Gala, donor receptions, occasional smaller benefit events, and business meetings; track gifts and invitations; create and deliver collateral and other designed pieces in collaboration with the Marketing and graphic design staff.
- **Institutional Giving:** assist with grant reporting and proposal writing as needed. Compile data for grant reports and assist with data collection for annual patron and education feedback surveys.
- **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:

- **2-3 years of experience** working with database management or financial reporting, with preference for someone with professional non-profit performing arts experience or experience in a customer-focused role
- 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
- Strong written and verbal **communication skills**; excellent **organizational and interpersonal skills**
- 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 database or CRM software
- Bachelor's Degree or equivalent work experience
- A background in classical music or music education is a strong asset, but is not required
- **Residence in Greater Cleveland** is required. This is an in-person position, and travel is required to concert venues, including occasional trips outside of Northeast Ohio

To apply:

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