



Position Opening:

Director of Development

June 2022

Full time, Exempt

About Apollo's Fire

GRAMMY® award-winning ensemble Apollo's Fire is one of the world's leading period-instrument baroque orchestras and is based in Cleveland, Ohio. Currently in its 30th season, the ensemble is led by its founding Artistic Director, Jeannette Sorrell (AD) and Interim Managing Director Noha Ryder.

Apollo's Fire (AF) is one of the few American ensembles that maintains:

- a significant subscription series at home (28-32 subscription performances of 6-8 programs in multiple venues);
- an active touring schedule, averaging 10-16 national and international engagements per year;
- a significant CD recording and video presence (over 10 million views for YouTube videos, and 29 commercial recordings with 10 Billboard Classical best-sellers and 1 Grammy win);
- an extensive outreach/educational program, including 14-20 events and workshops per year in Northeast Ohio; and as of 2020, a new Worldwide Watch-at-Home series with a growing national/international audience; and a major educational partnership in Chicago;
- a thriving diversity initiative, known as the MOSAIC Project, which nurtures talented young musicians of color at multiple touch-points throughout their development.

Apollo's Fire has performed at such venues as Carnegie Hall, the BBC Proms (London), the Royal Theatre of Madrid, London's Wigmore Hall, the Tanglewood, Ravinia, and Aspen Music Festivals, the Boston Early Music Festival series, the Library of Congress, the Metropolitan Museum of Art (NYC), and many others. In addition, AF launched a new satellite series in Chicago this season, along with a major school partnership ("SIDE BY SIDE") in a South Chicago suburb.

Apollo's Fire is also a leader in innovative outreach, having launched its Community Access Initiative in 2017. The CAI breaks down financial and geographic barriers to attendance, and brought in over 5000 new attendees in two years. The second phase of the CAI, known as the MOSAIC Project, was launched in the 2019-20 season and seeks to nurture young musicians of color through school partnerships, college internships, and artist fellowships.

Apollo's Fire has an annual budget of approximately \$2.75 million and a staff of 5 full-time and 7 part-time employees. The office suite is located in the historic Rockefeller Building in Cleveland Heights.

Job Description: Director of Development

OVERVIEW: The Director of Development (DOD) is a full-time position reporting to the Managing Director and working closely with the Chair of the Development Committee of the Board. The DOD leads a multi-faceted effort to secure resources that enable Apollo's Fire, a GRAMMY® award-winning ensemble, to thrive and grow. He/she collaborates with the Board and the Managing Director to meet the organization's Contributed Income goals.

The DOD is a passionate advocate for Apollo's Fire, helping concertgoers to feel welcome and appreciated as members of the "Apollo's Fire family." As a senior staff member, the DOD works closely with the Development Committee of the Board and supports the committee members in their efforts to raise money. He/she personally focuses on Major Gifts, foundation grants, planned giving (bequests), and corporate sponsorships; and oversees all other fundraising activities.

The DOD leads and supervises three staff members in the Development area:

- Development Coordinator, primarily responsible for Annual Fund donations and managing Special Events and receptions – to be added after the DOD is in place;
- Development Director for Akron (part-time)
- Development Director for Chicago (part-time)

Specific responsibilities include:

Major Gifts and Sponsorships: Cultivate donor relationships and solicit major gifts and sponsors. Meet personally with existing and potential major donors, with a goal of inspiring increased gifts. Increase AF's major gifts by engaging and managing lay leaders (members of the Development Committee) in the identification, cultivation, and solicitation of major donors.

Donor relations: Ensure that AF's donors are engaged and appreciated. Create and maintain a gift-recognition program that clearly recognizes important supporters, making them feel connected and passionate about Apollo's Fire.

Fundraising Events: With support from the Development Coordinator, lead the Gala Committee in planning and executing the annual Gala Benefit to meet budgeted goals. Primary DOD Gala responsibilities include budget oversight and solicitation of sponsorships and table hosts. Create and manage other fundraising events annually as appropriate for enhanced revenue.

Institutional Giving and Foundation Relations: Lead the effort to secure foundation and government grants to meet AF's budget goals., with support from the 3 Development staff, the Managing Director, and the Artistic Director. Develop and maintain personal relationships with key decision-making foundation staff members. Seek out new funding opportunities, particularly national funders and corporate funders, in consultation with the Managing and Artistic Directors.

Annual Fund: Provide oversight, guidance and support to the Development Coordinator who is chiefly responsible for Annual Fund donations. Monitor progress and timelines to ensure that the mailings go out on time (twice per year). Draft the solicitation letter for each Annual Fund campaign, in collaboration with the Artistic Director and/or Managing Director and Board President.

Development Committee Meetings:

- Ensure that meeting notices are timely and include necessary information; and that all follow-up notes/postings are accurate, timely and mostly reflect action that the Development Committee has agreed to take to advance development goals.
- Communicate regularly with the Development Committee chair to focus committee meetings on discussions that lead to meaningful “calls to action” and success in increasing AF’s contributed income.

Board Relations/Reporting

- Provide support and leadership in the ongoing Board recruitment process with a keen eye toward identifying and helping to recruit individuals with significant ability to help AF financially. Work closely with the Board President and the chairs of the Development and Governance committees to strategize and provide development-focused support and leadership. Collaborate with the Governance Committee Chair to support the recruitment effort in accordance with the Board’s priorities, which include diversity and corporate contacts as well as fundraising potential.
- Oversee and support the Development Coordinator to track donations and generate meaningful reports for the Board via AF’s donor management/data base software (Spectrix).

Leadership and Staff Relationships: Manage the Development staff and be the point-person for their activities, including creation of new strategies. Meet with Development staff regularly to set goals for each area of development work and ensure goals are being met. Foster and support a transparent and open environment in which important issues are handled within acceptable timeframes. Participate in and nurture a climate of pride, teamwork, engagement, and trust for staff. With the full staff, participate in bi-monthly staff meetings and serve as a “team player” amongst AF’s small but dedicated staff.

Cultivation Events: Attend and oversee AF’s “Afterglow” receptions (for the whole audience) as well as donor receptions. These are managed by the Development Coordinator and the (part-time) Hospitality Coordinator. AF typically holds 8-9 Afterglows, 1-2 post-concert donor receptions, and 4-5 intermission donor receptions per year. Thus, there are approximately 13-16 of the events annually. These are the prime cultivation opportunities where the DOD can meet subscribers and fans.

Concerts: Attend approximately ¾ of AF’s concerts (at least through intermission) and occasionally make pre-concert speeches. AF presents approximately 28-30 subscription concerts per year, plus a

summer series of Countryside Concerts (6 concerts in rustic venues) and occasional tour send-off concerts.

Financial/Operations Oversight: While finance is primarily the purview of the MD, the DOD must be well acquainted with the budget in order to represent AF at meetings with foundations and major donors.

COMPENSATION: \$75-90k, commensurate with experience. Benefits include health insurance, optional dental plan paid by employee, and optional 403B retirement plan (tax shelter). AF also sets up and contributes to a Medical Savings Account for each employee.

QUALIFICATIONS:

- A demonstrated track record of success in major gifts and institutional giving at a non-profit organization, preferably in the arts. The successful candidate will likely have at least 5 years' experience in Development, with at least 2 years of leadership experience.
- A demonstrated passion for the arts and a love of classical music;
- A high degree of personal charm and emotional intelligence;
- Excellent listening skills and intuitive sensibility;
- Excellent writing skills;
- A demonstrated track record as a team player who prioritizes the well-being and needs of his/her colleagues and of the organization;
- Ease with public speaking is an asset, but can be learned on the job;
- Reasonable proficiency with Microsoft Word and basic competence with Microsoft Excel; familiarity with at least 1 fundraising database software;
- Familiarity with Cleveland's philanthropic community is a strong asset;
- A car, a valid driver's license, and residence in Cleveland are required for this position.

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.

TO APPLY: Please send cover letter and resumé to search@apollosfire.org.

DEADLINE: Open until filled.