



Position Opening:

Associate Managing Director (Chicago-based)

April 17, 2024

SUMMARY

GRAMMY-winning chamber orchestra [Apollo's Fire](#) (AF) seeks an Associate Managing Director (AMD), based in Greater Chicago. The AMD will lead and help to create our fundraising and outreach efforts for AF's [Chicago series](#). The series includes 8-9 concerts per year in downtown Chicago, Evanston, and Naperville; an educational residency in the south-side suburb of Matteson; and occasional school-workshops in Chicago.

Apollo's Fire is an innovative ensemble performing at the international level. The 32-year-old organization was founded in Cleveland, where it performs about 35 concerts per year. AF's Chicago series began in 2021; a [Chicago-based auxiliary Board](#) was launched in 2022. AF has a strong worldwide presence through touring and recording, including nearly 16 million views on YouTube.

The Associate Managing Director will play a pivotal role in guiding AF's first decade in Chicago, building on the organization's international reputation for excellence. Along with the Artistic Director, the AMD is the primary public face of the organization in Chicago. Working in an organizational culture based on consensus and teamwork, the AMD is responsible **for sponsorships, donations, Board recruitment and engagement, and external relations**. They also collaborate with the Cleveland staff to enhance AF's marketing and outreach efforts in Chicago, and to secure grants from Chicago-based funders.

This AMD will be one of the senior staff of the Apollo's Fire organization. The AMD will not have a full-time assistant in Chicago, but collaborates with the Cleveland staff and with AF's Chicago-based consultant. This position reports to the Cleveland-based Managing Director and Artistic Director. This is a full-time or 3/4-time position (negotiable), working from home.

Key attributes we are seeking:

- Emotional intelligence, empathy, personal charm, and the ability to develop meaningful relationships with donors and colleagues;
- A can-do and flexible attitude; willingness to roll up one's sleeves and do what needs to be done.
- A strong sense of initiative and the ability to work independently, while also collaborating with the Cleveland staff and the Chicago Board;
- A strong acquaintance with the Greater Chicago classical music scene, including major donors;

- Enthusiasm for serving as a colleague and doing one's own work as part of a team;
- A natural affinity for AF's organizational values, including collaborative decision-making, a sense of fun, and the enthusiastic pursuit of diversity and equity in classical music.

Associate Managing Director - Chicago

AREAS OF RESPONSIBILITY

Fundraising

- Achieve the organization's fundraising goals in Chicago in collaboration with the Chicago Board and the Director of Development (Cleveland); this includes major gifts, sponsorships, donations, grants, and cultivation of planned giving;
- Donor Stewardship – in collaboration with AF's Chicago-based consultant, build relationships with major donors – identifying their passions and inspiring them to increase their giving; work with the Director of Development (Cleveland) and the Chicago Board to cultivate new donors; ensure that existing donors are engaged and appreciated;
- Foundation Relations – participate in the grantwriting process along with the Cleveland senior staff; attend meetings with foundation officers; build relationships with new funders;
- Special Events & Receptions – plan and implement house concerts, receptions, and other donor stewardship events; arrange Musician-Donor post-concert celebrations.

Community Engagement

- With the Artistic Director and key Board members, pursue and facilitate strategic partnerships, particularly educational partnerships; collaborate with AF's Director of Marketing & Community Engagement (Cleveland) and Chicago Board leadership to implement outreach efforts;
- Represent AF at community nonprofit/arts meetings and events, as appropriate; become a visible presence in Chicago's classical music scene.

Board Relations (Chicago auxiliary Board)

- Build individual relationships with Board members and help them use their resources to engage with AF's mission; engage them in implementing AF's 2024-28 Strategic Plan;
- Collaborate with the Executive Committee to set the agendas for Board meetings; be an active voice at Board and committee meetings (usually via zoom); collaborate with committee chairs;
- Spearhead Board recruitment with a focus on individuals who can further AF's strategic goals, including financial strength, diversity, and building corporate support.

Budgeting & Finance

- Collaborate with the Director of Development (Cleveland) to prepare the annual Development budget for Chicago;
- Prepare drafts of Contributed Income reports on a quarterly basis with assistance from the Cleveland staff.

Concert Attendance

- Be an engaging presence at all of AF's Greater Chicago concerts, including receptions; present curtain speeches when needed. There are approximately 8-10 concerts per year, plus 2-4 house concerts. Concert weeks will have a heavier schedule than non-concert weeks.

Compensation

\$82-92k if full time, commensurate with experience; we are also open to the possibility of 3/4-time; excellent health benefits; optional 403(b) (tax advantaged) retirement plan.

Qualifications

- A minimum of 5 years' experience on the staff of a professional arts organization, with 2 years in Development;
- A demonstrated passion for classical music;
- Strong written and oral communication skills;
- Outstanding interpersonal skills; an engaging personality and talent for collaboration and building consensus;
- An intimate knowledge of the Chicago arts community; residence in Greater Chicago will be required;
- A "can do" attitude and an entrepreneurial, adaptable approach to business-planning;
- Bachelor's Degree required;
- An ease with computers and proficiency with Microsoft Word and Excel; experience with typical donation databases;
- An automobile and a valid driver's license are required.

ABOUT APOLLO'S FIRE

An international baroque orchestra in residence in Cleveland and Chicago

Performing on historical instruments, Apollo's Fire brings to life the music of the past for audiences of today, with *Passion. Period.*

Under the leadership of founding Artistic Director Jeannette Sorrell,

GRAMMY-winning ensemble [Apollo's Fire](#) is one of the world's leading period-instrument baroque



Apollo's Fire at St Martin-in-the-Fields, London

orchestras, particularly known for adventurous programming. The ensemble enjoys a large audience, with 22,000 tickets sold in Cleveland and Chicago in the 2022-23 season (34 of the concerts sold out).

IN CHICAGO: AF's Chicago series is in its third season, as is AF's extensive SIDE-BY-SIDE education program in a Southside Chicago suburb. A subsidiary Board of Directors was launched in 2022, focused on fundraising and friend-raising. Subscription revenue has more than doubled from last year to this year. The Evanston concerts have been drawing over 500 people per concert in the past 2 years. AF has twice been sold out at Ravinia; and recently sold out at the Art Institute of Chicago (Fullerton Hall).

IN CLEVELAND: Now in its 32nd season, Apollo's Fire has built in Cleveland one of the nation's three largest audiences for baroque music. Since 2017, AF has brought in thousands of new attendees through its innovative Community Access Initiative (CAI), including *Baroque Bistro* concerts in restaurants, free Family Concerts, and school workshops. AF's MOSAIC Project nurtures talented young musicians of color, seeking to create a more diverse classical music field.

WORLDWIDE: Apollo's Fire is one of North America's most prominent touring chamber orchestras, performing at such venues as Carnegie Hall, the BBC Proms (London), the Royal Theatre of Madrid, London's St. Martin-in-the Fields, 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. AF has a significant and growing YouTube presence (nearly 16 million views), and 31 commercial recordings of which 12 have been Billboard Classical best-sellers. AF won a GRAMMY in 2019.

NUTS & BOLTS: The organization has an annual budget of around \$2.8 million, and a staff of approximately 7 full-time and 8 part-time employees (13 based in Cleveland and 2 in Chicago). The Chicago-based staff members work from their homes. The organization operates debt-free and maintains a strong cash reserve.

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 (required), resumé, and 3 references via email to search@apollosfire.org. This position is open until filled.