



Job Description: Join our team!

Development Manager

Reports to: Executive Director

Schedule: Full time, exempt

Position Overview: The Development Manager manages the cultivation, solicitation, and stewardship of donors as well as taking a key project management role in special projects and PEBCC events. This role reports to the Executive Director and works collaboratively with the ED, administrative team, and PEBCC Development Committee on fundraising, cultivation, and stewardship. The position is focused on individual and major donors, events, sponsorships and building volunteer support.

PEBCC is a team of self-motivated individuals committed to and passionate about advancing our mission. We rely on creativity, cooperation, critical thinking, respect, hard work, and joy in working with the families and children we serve. Our benefits include employer-subsidized cafeteria-style health insurance, four weeks of paid vacation, eight paid holidays, paid sick leave, and the opportunity to contribute to a retirement plan. The Development Manager role is full time, salaried at a budgeted range of \$60,000 to \$70,000, doe.

The Development Manager is responsible for:

Fundraising Program Implementation

- Manage the execution of the annual fundraising plan in collaboration with the Executive Director while engaging board and committee members in their frontline fundraising responsibilities.
- Meet annual fund revenue goals through execution of direct mail campaigns and event fundraising, in coordination with PEBCC staff around content and messaging. Work closely with the Marketing team to create a cohesive online and social media campaign.
- Retain and upgrade current donors through a defined moves management process, outreach and communication, and engagement.
- Draft written materials for renewals, donor proposals and other correspondence.
- Ensure the highest quality donor stewardship. Create and implement stewardship strategies and maintain a yearly stewardship calendar. Participate in meetings with prospects and donors as requested.
- Increase donor giving through individual donor prospect research, qualification and solicitation. Ensure that active and effective cultivation strategies are in place for all assigned prospects including a system for contact reports, next steps, etc.

- Maintain accuracy of constituent database and actively improve quality of donor records.
- Support institutional giving efforts through grants research, drafting proposals as needed/requested.
- Build long term sponsorship opportunities for triennial Golden Gate Festival and expansion of season and tour sponsorship opportunities.

Event and Volunteer Management

- Create, implement and manage PEBCC's fundraising, cultivation and stewardship events throughout the year in collaboration with Development Committee, Benefit Auxiliary Committee and Executive Director
- Actively participate in the execution and planning of timelines and logistics, and solicitation of ticket sales and sponsorships for PEBCC's annual benefit and auction, donor meet and greets, and other donor-centric events
- Staff Benefit Auxiliary Committee
- Direct recruitment, intake, assessment and orientation of event and concert volunteers.

Administration

- Work with Executive Director and Finance staff to support monthly financial reconciliation, audits and budgeting
- Report monthly status of contributed income and progress toward cultivation and stewardship goals
- Development Committee support and correspondence
- Support CRM Salesforce database strategy, especially strategies for donor experience/integration, moves management tools, triggered donor communications.

To excel in this position, you meet most of the following criteria:

- The ability to reflect and work through feedback, continually learn and grow, and problem solve independently and in teams in a small office environment is key.
- Personal drive to meet donor needs and deliver a consistent donor centric fundraising experience both internally and externally
- Analytics and metrics-oriented - use measurements to improve and pivot strategies through reports, dashboards and other ad hoc analyses.
- Experience using Salesforce NPSP platform
- Prior experience in nonprofit development with a focus on major donors and benefit/gala event project management
- Excellent written, editing, verbal, and interpersonal communication skills.
- Ability to work under multiple priorities and deadlines with a collaborative problem-solving approach and the flexibility to help where help is needed in a small office dynamic.
- Must be available to work some evenings and weekends for PEBCC concerts, annual benefit, meetings and events
- Familiarity with music and/or arts education preferred
- Multi-lingual intermediate to fluent in Spanish and/or Mandarin a plus

A successful PEBCC team member in this role is:

- **Approachable:** Easy to talk to, spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive and patient, builds rapport well.
- **Driven for Results:** Can be counted on to exceed goals successfully; is consistently a top performer; bottom-line oriented; steadfastly encourages self and others for results.
- **Ethical and Values Driven:** Adheres to an appropriate (for the setting) and effective set of core values during both good and bad times; acts in line with those values; practices what he/she preaches.
- **Inclusive:** Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
- **Interpersonally Savvy:** Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- **An Active and Inquiring Listener:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

How to Apply:

Interested applicants should email cover letter, resume, writing sample, and three references to kbutkevich@piedmontchoirs.org. No phone calls please.

About the Piedmont East Bay Children's Choir:

Founded in 1982, the award-winning Piedmont East Bay Children's Choir (PEBCC) has garnered international acclaim for its innovative program of musical performance and education. PEBCC offers unparalleled music education, performance, and international exchange opportunities to an annual enrollment of around 300 young singers ages 4-18. Our mission is to advance the choral arts through education, performance, and collaboration at the highest artistic level, fostering individual development and international relationships.

PEBCC singers progress through a rigorous training program of twelve choral groups, guided by a developmentally-focused Kodály-based curriculum. Our top performing choirs, committed to teamwork, discipline, and collaboration, consistently earn top honors in international competitions across Europe, Asia, and the Americas. That commitment to international exchange is also manifested in the triennial Golden Gate International Choral Festival, founded by PEBCC in 1991 and still the only opportunity for children's and youth choirs to meet and compete on an international field in the United States.

PEBCC's innovative approach is reflected in our decades-long advocacy of contemporary art music. Over the past four decades, PEBCC has championed and premiered new works by a wide array of diverse composers, and has been awarded the prestigious Chorus America/ASCAP Award for Adventurous Programming in 2009, 2012, and 2014. PEBCC's ambitious commissioning program

includes a recent interdisciplinary collaboration with modern dance company ODC; a staged four-movement work on the theme of immigration by our Artistic Director, Eric Tuan; and a forthcoming work lifting up the words of climate activist Greta Thunberg. Musical innovation and exploration are at the heart of what we do. Raising voices to connect in friendship, inclusive community, and global citizenship is who we are.

The Piedmont East Bay Children's Choir is an equitable opportunity employer. We value a diverse and inclusive workplace and strongly encourage people of color, LGBTQIA+ individuals, transgendered people, gender non-conforming individuals, and others to apply. We recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities, and we highly encourage candidates committed to diversity, inclusion, and building creative communities to apply.