

**AFP Charlotte Chapter
Executive Referral Service**

Position Available

Name of Organization: The Choir School at St. Peters

Title of Position: Development Director

Date Position Available: Immediately

Position Reports To: Artistic Director

Position is: Full Time: ___ Part Time: X Temporary: ___ Other:* ___

*Explain if "Other": ___

Responsibilities:

The Development Director leads the organization's culture of giving for a growing non-profit organization. He/she is responsible for locating, identifying, and soliciting all donors as well as researching and writing appropriate grants. He/she works with other staff members and board members who are focused on relationship cultivation, stewardship and fund development. Along with the Artistic Director, Operations Director and Board members, he/she is responsible for forecasting and meeting annual fundraising goals. He/she works closely with all Choir School staff to understand their programs and the impact these programs have on the community. The candidate filling this position should anticipate working some weekends, evenings and other occasions that provide opportunities to meet prospective donors and cultivate relationships.

Specific responsibilities: (may include, but are not limited to)

- Leads efforts to create a culture of giving throughout the organization.
- Expands relationship networks through active engagement of staff, volunteers, board members, and donors.
- Builds relationships that maximize the benefits to both the Choir School and its donors.
- Identifies, cultivates and solicits philanthropic support by developing and maintaining relationships with individuals, businesses, foundations and government.
- Coordinates all fund development activities, including:
 - Analyzing support levels and benefits of giving.
 - Understanding and documenting donor's networks and relationships to others in the community.
 - Coordinating solicitation activities involving the Choir School's representative(s), meeting times, venues and follow-up.
- Develops and guides the Choir School donor programs to include:
 - Growing a corporate sponsorship program.
 - Leading an existing annual fund drive.
 - Identifying and promoting, contributions from national funding institutions.
- Utilizes and manages information technology and donor base for tracking giving and relationship with the Choir School.
- Creates and reviews correspondence and aligns the Choir School's message to communicate success stories with donors.
- Works with the Artistic Director, Operations Director and the Board to record and communicate stories reflecting the impact on student's lives based on their involvement with the Choir School.

Qualifications:

- Four year college degree required.
- A proven record in cultivating and soliciting gifts
- Experience in using organizational and analytical tools to successfully link donor's interests to an organization's cause.
- Strong written and oral presentation skills.

- Strong Computer skills: Microsoft Word, Microsoft Excel, Microsoft Outlook and experience working with a donor database.

Application Procedures and Special Instructions:

Electronic resume information only by email to kjohnson@st-peters.org

The Association of Fundraising Professionals-Charlotte Chapter (AFP/Charlotte) provides the Executive Referral Service as a service to the community. It is not intended to be an endorsement or recommendation for any job candidates.