



Colorado Music Festival & Center for Musical Arts

JEAN-MARIE ZEITOUNI | MUSIC DIRECTOR

The Colorado Music Festival & Center for Musical Arts seeks a full time, innovative, results-oriented, experienced Development Manager to support a successful individual giving program, with specific emphasis on the Annual Fund. The Development Manager reports to the Director of Development and will develop and implement strategies to secure individual gifts up to \$1,500 while celebrating the generosity of every donor.

Duties and Responsibilities

Annual Fund: Create annual fundraising plans, donor solicitations, as well as ongoing cultivation and stewardship initiatives for gifts up to \$1,500. Write content and manage the production of fundraising materials, including direct mail appeals, brochures, website, e-communications and newsletter articles.

Major Gifts: Perform prospect research and donor reports as needed. Assist with scheduling and proposals.

Events: Work closely with development director to create and support cultivation, stewardship, and fundraising events including but not limited to securing venues, licenses, permits; generating guest lists, and post-event recognition efforts.

Donor Stewardship: Develop innovative stewardship plans and engage in personal follow-up and benefit fulfillment for all donors. Together with the marketing department, maintain engagement of donors through newsletters, press releases and other materials. Provide donor services including VIP ticketing assistance prior to and during summer Festival.

General Support: Responsible for all functions of the donor database, including gift entry and acknowledgement, queries, individual reports, lists, analysis and progress reports. Provide development department administrative support as needed.

Requirements

BA and at least 2 years of experience in development required; interest in music preferred. Must have demonstrated knowledge of relevant fundraising techniques, industry best practices for Annual Fund programs and donor relations with experience writing effective solicitation campaigns and appeals. Excellent interpersonal skills with a professional manner on the phone, by email and in person with all levels of donors, board members, staff, and the general public. Excellent organizational skills and great attention to detail. Flexibility and the ability to handle multiple tasks simultaneously. Proficiency with Microsoft Excel, Word, and Raiser's Edge or similar donor database platform.

Compensation

The Colorado Music Festival & Center for Musical Arts offers a competitive salary in line with peer organizations. Compensation package also includes 65% paid health and dental insurance, optional 401(k) plan, and paid time off.

To apply, send cover letter with salary requirements, resume which includes links to relevant work samples, and a list of at least three references to Melissa Fathman, Development Director, at jobs@comusic.org by March 30. Electronic submissions preferred. No phone calls, please.

About the Colorado Music Festival & Center for Musical Arts

The Colorado Music Festival & Center for Musical Arts is an equal opportunity employer and does not discriminate on the basis of race, age, ethnicity, religion, gender, or sexual orientation.

The Colorado Music Festival & Center for Musical Arts is one of the classical music industry's most dynamic, cutting-edge organizations. Combining a world-class summer music festival and a comprehensive community music school under one organizational umbrella, CMF & CMA enriches the lives of tens of thousands of individuals annually through access to the best of the world's music through performance and education.

Founded in 1977 by renowned Viennese conductor and violinist, Giora Bernstein, the Colorado Music Festival is one of the foremost summer music festivals in the world. Drawing musicians from many of North America's finest symphony orchestras, including the Minnesota, Detroit, Montreal, Toronto, Oregon, Charlotte, and Phoenix symphonies, the Festival annually presents nearly thirty orchestral, chamber music, and educational performances in and around Boulder during its six week summer season. From 2003 – 2013, CMF was led by Music Director Laureate Michael Christie. Christie is credited with elevating the quality of the orchestra and galvanizing audiences through performances of the highest level. Following Christie's departure in 2013, an international search was launched to find the Festival's next artistic leader. In September 2014, Jean-Marie Zeitouni was announced as the Festival's third Music Director.

Founded in 1995 in the town of Lafayette by Peggy Bruns and Kathy Kuscan—two CU College of Music alumni—the Center for Musical Arts has blossomed into one of the region's leading centers for music education. In 2009, the Center merged with the Colorado Music Festival, and currently serves more than 550 students of all ages on a weekly basis and 7,000 concert goers and visitors each year. The Center's comprehensive portfolio of programs includes a broad spectrum of music education opportunities and performances for citizens throughout Boulder Country and beyond.

The Colorado Music Festival and Center for Musical Arts is a member of the League of American Orchestras and the National Guild for Community Arts Education.