

The Colorado Music Festival & Center for Musical Arts seeks an energetic, thoughtful, forward-thinking fundraising professional to join one of the most exciting performing arts organizations in the country. The Director of Development will devise, implement and manage programs and strategies leading to growth in the number of supporters and overall contributed revenue. S/he will establish and maintain close relationships with individuals, foundations, corporations, and government agencies, and will oversee all requests for support to these funders. S/he will work closely with the Executive Director and members of the Board of Directors in the cultivation, solicitation, and stewardship of all donors, will seek out new funding opportunities. S/he will manage the Development Coordinator and Development Assistant, lead staff and volunteers in the execution of fundraising initiatives, and be responsible for generating approximately $1.2 million in annual contributed support.

The successful candidate will possess valuable experience, superb interpersonal skills, and an impressive track record in fundraising and/or marketing, preferably in the non-profit sector. S/he will also be well-versed in the latest fundraising industry trends and research – especially those pertaining to the performing arts, and will possess great enthusiasm for classical music and music education.

Duties and Responsibilities:

- Plan, implement, manage, and evaluate all of the Festival and Center's fundraising programs, including annual fund and major gifts individual giving, corporate and foundation relations, planned giving, in-kind donations, and innovative new initiatives
- Maintain close relationships with Festival and Center's family members - current donors, sponsors, funders, and community leaders; develop new prospects in each category
- Work closely with the Board and its Development Committee to continuously research, cultivate, and solicit new sources of contributed revenue
- Lead staff and volunteers in executing fundraising events and campaigns
- Research new opportunities for arts funding at the local, state, and national levels
- Manage grant applications, and required reporting and follow-up
- Oversee the solicitation and acknowledgment process, maintain comprehensive records, and monitor the fulfillment of donor and sponsor benefits and recognition
- Ensure compliance with IRS guidelines and the highest ethical standards
- Work closely with the Director of Marketing in the design and production of print and electronic fundraising materials
- Create detailed fundraising plan and timeline; coordinate donor solicitations and communications with other Festival & Center publicity and marketing strategies
- Set budget goals, track progress, and provide monthly reports and weekly updates
- Represent the Festival and Center at civic and cultural events in the community

Other:

- Look for ways to develop new sources of revenue for the organization
- Keep abreast of the latest research in fundraising
- Other duties as assigned

Required:

- Minimum of 5 years professional experience in fundraising or marketing, preferably for a performing arts or other non-profit organization

- Exceptional writing and verbal skills
- Outstanding organizational and interpersonal skills
- The ability to successfully manage multiple projects simultaneously with keen attention to detail
- Adept computer skills – including fluency in MS Office, and experience with social media platforms and database management
- Bachelor's degree in business, arts administration, the performing arts or a related field

Preferred:
- Successful experience managing a portfolio of individual donors
- Knowledge of the Denver/Boulder metropolitan area philanthropic community
- Experience with a CRM database system – Tessitura, Raiser's Edge, Salesforce – and electronic prospecting research tools

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

To apply, e-mail cover letter with salary requirements, resume, and a list of three references to Andrew Bradford, Executive Director, bradford@comusic.org. Include job title in subject line. Applications may also be mailed to: Colorado Music Festival & Center for Musical Arts, 200 E. Baseline Rd., Lafayette, CO 80026. No phone calls, please.

The deadline for applying is Monday, March 16, 2015.

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

About the Colorado Music Festival & Center for Musical Arts
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 2001 – 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, the organization appointed the celebrated Canadian conductor, Jean-Marie Zeitouni, as its third Music Director.

With humble beginnings in 1995 in the town of Lafayette, 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 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.

About Boulder

Situated along Colorado's beautiful Front Range, the city of **Boulder** is consistently ranked as one of America's top cities. Recent accolades include being named America's top college town, most educated city, and "Foodiest Town". With a population of just over 100,000, including 25,000 students, Boulder has small town charm and big city sophistication. This is particularly true with respect to the arts. In addition to the Festival & Center, Boulder is home to the Colorado Shakespeare Festival, the Boulder Ballet, the Boulder Museum of Contemporary Art, the Boulder Philharmonic, and an array of other performing arts and cultural organizations, all of which contribute to enriching the quality of life for area residents.