



Music at Kohl Mansion
DEVELOPMENT MANAGER – Part-time
Job Description

Mission: *Inspired by the belief that the arts strengthen communities, Music at Kohl Mansion (MAKM) presents world-class chamber concerts in the historic Kohl Mansion and music education in public schools on the San Francisco Peninsula. Our outreach programs provide access to interactive musical experiences for diverse populations of all ages.*

The opportunity: Music at Kohl Mansion seeks an innovative Development Manager (DM) to help shape its future after a period of significant organizational and artistic growth, followed by a successful all-virtual season during the Coronavirus Pandemic. The DM will partner with the Executive Director, Board of Directors, and Staff to generate contributed revenue for the organization, including participation in strategic planning, marketing, budget/finance, and board development.

Summary Statement: Music at Kohl Mansion seeks a part-time Development Manager (15-20 hours per week) with strong leadership skills and a passion for the arts and arts education. Reporting to and working directly with the Executive Director, this position requires good technology skills, preferably including experience with fundraising databases and a proficiency in Microsoft Office Suite. Knowledge of G-Suite, Constant Contact, or other Marketing or CRM software is desirable. The DM must possess solid interpersonal and communication skills, as well as demonstrated excellence in writing, editing, and research. Additionally, candidates must be highly organized with attention to detail, and have the ability to manage multiple priorities and function well in a shared workspace. Must be available on 8 Sunday concert evenings each season. Flexible work schedule, may be partly remote. Requires minimum of 3 years but preferably 5+ years of relevant experience.

Responsibilities:

- Work with the Executive Director (ED) and Board Treasurer to develop annual budget.
- Collaborate closely with the ED and Board of Directors to support, guide and encourage active participation in fundraising.
- Develop and oversee spring and fall fundraising appeals in partnership with the ED and Board Development Chair.
- Cultivate key donors and create new opportunities for donor engagement.
- Identify prospective individual donors and develop strategies to build those relationships.
- Optimize a robust major gift and sponsorship pipeline by leveraging existing subscriber/donor relationships.
- Research and write grant proposals.
- Sustain and build relationships with foundations and other institutional partners and granting agencies.
- Ensure timely and accurate reporting and other communications with grantmakers.
- Plan and manage occasional fundraising/donor appreciation events as appropriate.
- Increase membership in the *Sostenuto Circle*, the organization's planned giving program.

- Develop print/online marketing and fundraising collateral in collaboration with the ED and Program Administrator.
- Attend and represent Development at MAKM concerts and occasional external events.
- Develop relationships with donors/patrons in order to provide superior customer service experiences.
- Represent MAKM at community and advocacy meetings as appropriate. Contribute to the strengthening of performing arts throughout San Mateo County.
- Participate in professional development, mentoring, and training as much as time and resources allow.
- Provide regular reporting on development activities at monthly board meetings. (Second Tuesday of each month, 7 pm; 11 meetings per year.)

Music at Kohl Mansion is a small yet robust presenting organization with a small staff and 16-member Board of Directors. Employees are occasionally called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.

Planning is underway to celebrate MAKM's 40th Anniversary Season in 2022-23.

Qualifications:

- Bachelor's degree+ and a minimum of 3 years of professional background in development for a nonprofit/arts organization or similar experience (5+ years preferred)
- Exceptional planning, organizational, and analytical skills
- Excellent writing, communication, and presentation skills
- Ability to manage projects collaboratively as well as independently
- Strong affinity for two or more of the following: community service, cultural equity & justice, performing arts, arts education, chamber music, community building
- Proficiency in office systems (MS Office, donor tracking, and/or marketing/CRM software).

Terms of Employment:

This is a part-time position averaging 15-20 hours per week. Schedule may be flexible and can be partly remote. Salary based on experience.

To Apply:

Email cover letter & resume to Patricia Kristof Moy, Executive Director director@musicatkohl.org. Open until filled.

Diversity and equity are core values of Music at Kohl Mansion. We are dedicated to providing a just, equitable, and diverse work environment. Applicants' qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.