



Music at Kohl Mansion, Burlingame, CA seeks part-time Development Manager

The Opportunity:

Music at Kohl Mansion seeks an experienced **Development Manager** with strong organizational skills and a passion for the arts and arts education.

Part-time, 15-20 hours per week

The Development Manager (DM) will partner with the Executive Director, Board of Directors, and Staff to generate contributed revenue for the organization, manage annual fundraising efforts, and support general operations including concerts, receptions & education events, planning, marketing initiatives, and budgeting.

Reporting to and working directly with the Executive Director, this position requires a minimum of two years of related development/fundraising experience, excellent organizational skills, good technology skills, preferably including experience with fundraising databases and a proficiency in Microsoft Office Suite and/or Google Suite. Familiarity with Constant Contact or other Marketing and CRM software is desirable.

The Candidate will possess solid interpersonal and communication skills, as well as demonstrated excellence in writing, editing, and research.

Additionally, the candidate will be highly organized, pay close attention to detail, and be able to work independently and manage multiple priorities.

Flexible work schedule, may be partly remote. The DM must be available on 8 Sunday concert evenings each season (~ one per month Oct-May).

Responsibilities:

Collaborate closely with the ED and Board of Directors to guide, support and encourage active participation in fundraising.

Manage annual fundraising initiatives, including fall and spring donor appeals, in partnership with Executive Director, Board and staff. Lead and support the Board's Development Committee.

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, and manage grant implementation. Ensure timely and accurate reporting and other communications with grantmakers.

Sustain and build relationships with foundations and other institutional partners and granting agencies.

Plan and manage occasional fundraising/donor appreciation events as appropriate.

Increase membership in the Sostenuto Circle, the organization's planned giving program.

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.

Prepare regular reports on development activities for monthly Board meetings. (Second Tuesday of each month, 7 pm; 11 meetings per year. DM attendance encouraged but not required.)

Music at Kohl Mansion is a small yet robust presenting organization with a small staff and 18-member Board of Directors. Employees are occasionally called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.

Qualifications:

Bachelor's degree+ and a minimum of 2 years of professional background in development/fundraising for a nonprofit/arts organization or similar experience (3+ 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; familiarity with classical/chamber music highly desirable

Proficiency in office systems (MS Office, Google Suite, donor tracking or box office software, and/or marketing/CRM software).

Terms of Employment:

This is a part-time, non-exempt position averaging 15-20 hours per week. Schedule may be flexible and can be partly remote. Salary will be calculated based on \$85,000 full-time equivalent.

To Apply:

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

Music at Kohl Mansion is 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.

Music at Kohl Mansion - 2750 Adeline Drive, Burlingame, CA 94010
www.musicatkohl.org – No calls, please

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

Our Concert Series:

<https://musicatkohl.org/concerts/>

Our Work in the Community:

<https://musicatkohl.org/about-us/>

[Education and Outreach Programs](#)

<https://musicatkohl.org/kohl-for-kids/>

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