

# Apple Hill Center *for* Chamber Music

Sam Bergman, Executive Director | Apple Hill String Quartet, Artistic Directors

## Director of Development—Job Description

### ABOUT APPLE HILL

Located on a beautiful 100 acres of fields and woodlands in rural New Hampshire, the award-winning Apple Hill Center for Chamber Music is a non-profit arts organization that exists to perform, teach, and broaden the appreciation of chamber music. Beloved by its students, alumni, and supporters, Apple Hill seeks to cultivate connection and understanding among people of diverse backgrounds, cultures, playing levels, and ages through music performance and education centered around the values of acceptance, inclusivity, creative expression, and encouragement.

### DIRECTOR OF DEVELOPMENT ROLE

As a nonprofit organization, Apple Hill relies on philanthropic support from individuals, foundations, and corporations to present its programs at its campus in Nelson, NH and at locations throughout the world. The organization seeks a full-time Director of Development (DoD) who will be responsible for strategizing and implementing Apple Hill's development program in partnership with the Executive Director (ED) and Board Development Committee.

As one of the public-facing representatives of Apple Hill, this position requires a professional, welcoming, and positive demeanor. The DoD will report to the ED and will meet with the Director on a weekly basis. The DoD is a full-time, hybrid position with the expectation of working onsite at Apple Hill at least 50% of the time. The schedule allows for flexibility, with most hours worked during normal business hours. The summer season (10 weeks from mid-June to late August) will require evening hours on-site at the Tuesday night concerts.

### Development

- Plans and leads the implementation of a comprehensive philanthropy program that includes annual, major and planned giving, donor relations and stewardship, and special event fundraising.
- Creates and implements strategies to identify, cultivate, solicit, and steward all donors and prospects.
- In coordination with the ED, participate in the solicitation and stewardship of all major gifts (gifts over \$5,000).
- Lead the solicitation plans for individuals, corporations, and foundations for concert underwriting, touring, facility upgrades, and summer tuition assistance support, including developing proposal and sponsorship materials, as necessary.
- Maintain regular communication with all major donors, directly and indirectly, via the ED and/or volunteer leaders.
- Builds and sustains relationships with summer alumni, as well as current, and potential donors.
- Coordinates recognition activities and communications.
- Manages direct mail and direct marketing efforts.
- Provides organizational information, support, and follow up to all philanthropic inquiries; provides information on status of fundraising efforts; develops materials and approaches to facilitate relationship-building.
- Assists in the grant-writing process Apple Hill Center for Chamber Music

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- Leads group brainstorming for future fundraising opportunities including a Planned Giving, Capital, or Endowment Campaign.

## **Board Engagement**

- Co-lead with Development Committee Chair, plan, and attend all Development committee meetings, and be available for general board meetings on request.
- Partner with the ED and Development Committee Chair to educate members about their role in advancing a culture of philanthropy, cultivate and solicit them for financial support, and leverage their respective networks to expand the donor base and community ambassadors for the organization.

## **Communications**

- Collaborates with staff, board, and summer participants to gather stories, testimonials, photos, and statistics to ensure that publications - website, newsletters, concert announcements, concert programs - include the impact and value of programs funded.
- Regularly communicates with major donors and stakeholders on program updates and current/future projects.

## **Management**

- Works in direct coordination with the ED to achieve agreed-upon goals.
- Management responsibilities include developing an annual fundraising plan, including a budget, establishing appropriate metrics, producing reports, and analyzing gifts and tracking systems.
- Works as an effective and proactive team player.

## **QUALIFICATIONS**

- Minimum of 3-5 years' experience in fund development.
- Effective leadership skills and a strong orientation to a team-based work environment.
- Demonstrated success in soliciting and closing major gifts from individuals, meeting annual fundraising goals, securing sponsorships, and executing special events.
- Proficiency in Microsoft Office, Excel, Outlook and competency with electronic donor tracking / relationship management systems.
- Ability to lead multiple long and short-term projects simultaneously, meeting all related deadlines; ability to work unsupervised and make decisions and solve problems independently, effectively, and creatively.
- Excellent oral, verbal & written communication skills.
- Strong interpersonal and relationship-building skills.

**COMPENSATION:** This is a full-time, exempt position. Salary range is \$75,000 - \$85,000.

**TO APPLY:** Please send cover letter and resume to [applehilled@gmail.com](mailto:applehilled@gmail.com) by Monday, October 7.

*Apple Hill is committed to diversity, equity and inclusion and does not discriminate based on race, ethnicity, religion, age, disability, gender identity, sexual orientation, or national origin.*