



Director of Development Job Description

Who We Are

The Concord Conservatory of Music (CCM) is a nonprofit community music school founded in 2005 in Concord, Mass. Our mission is to cultivate the love and lifelong benefits of music through high-quality, accessible instruction, performance, and community engagement. CCM offers a rigorous education for musicians at all levels, for ages one and up. Over 500 students participate in weekly private and/or group lessons, ensembles, and workshops. The school's faculty includes 35 professional music educators teaching 17 instruments and voice. CCM also presents approximately six concerts a year for the public. To reach even more community members, CCM provides student performances in the community, programs for individuals with unique needs, including Singing with Parkinson's Chorus, and music classes specifically for children with developmental disabilities. CCM also offers financial assistance and reduced or no-cost programs, including group ukulele lessons at the Boys and Girls Club of Assabet Valley.

The Position

The Concord Conservatory of Music seeks a full-time development director to support our mission of making music education and shared music experiences possible for all who wish to participate. This role is ideal for those who have a passion for making a positive impact in our community. The Director of Development is a pivotal new role at the Concord Conservatory of Music (CCM). As CCM expands and increases its revenue through individual grants and sponsorships to support its infrastructure and community work, the Director of Development will play a crucial part in designing and executing CCM's annual development program, thereby directly contributing to the enrichment of our community through music.

This professional, who reports to and partners with the Executive Director (ED), must have an established background in planning and executing non-profit donation strategies. As a new position within the organization, the Development director will have the opportunity to build the development function. The development director will support the Executive Director in implementing major fundraising strategies to meet ambitious fundraising goals outlined in the new strategic plan.

The position is full-time and hybrid, with all work taking place within the Boston metro area.

Essential Functions

- Develop and execute the annual development plan in collaboration with the Executive Director to fulfill the annual fundraising strategy and goals.

- Design strategies and tactics for growth and success across all areas of fundraising.
- Use quantitative and qualitative evaluation of fundraising outcomes to create informed, data-driven, and donor-centric strategies.
- Use prospect research tools to identify and cultivate relationships with individuals, foundations, and corporate partners to secure gifts, sponsorships, and grants.
- Develop and maintain ongoing relationships with donors
- Collaborate with board members and other stakeholders on identifying and cultivating prospective donors.
- Create solicitation materials and work with marketing to communicate our mission and values.
- Develop, in partnership with the ED and Board of Directors Development Committee, creative fundraising and cultivation events, ensuring effective planning and implementation.
- Manage and maintain the donor database, record gifts, and communicate effectively with donors.
- Developing and tracking proposals and reports for all foundation and corporate fundraising

Qualifications: Experience, Knowledge, Skill, and Ability

The ideal candidate will possess

- Leadership development and/or philanthropy experience in a non-profit, educational, or public service environment, 5 years minimum.
- A strong track record of fundraising success, meeting or exceeding annual targets, including individual gifts, grants, and sponsorships.
- A creative, self-starter attitude with an entrepreneurial spirit.
- Superb written, verbal, interpersonal, and relationship-building skills.
- Donor and volunteer service mentality.
- Technologically savvy and knowledgeable, including, but not limited to, Microsoft Office Suite and donor CRM software and tools.
- A bachelor's degree, additional degrees, and fundraising certificates are advantageous.

To Apply

Please submit a cover letter, resume, and contact information to [Kyoder at concordconservatory dot org](mailto:Kyoder@concordconservatory.org). No phone calls, please.

We are an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.