



Development Associate 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 is not just a music school. We are a community of music lovers, dedicated to making music education and shared music experiences possible for all who wish to participate. We are looking for a full-time Development Associate who shares our passion and is ready to make a positive impact in our community. This role is pivotal at CCM. As we expand and grow our philanthropic support through individual giving and sponsorships to support our infrastructure and community work, the Development Associate will play a crucial part in executing our annual development program, directly contributing to the enrichment of our community through music.

This professional, who reports to the Executive Director (ED), will manage the stewardship program, identifying prospects and opportunities to build relationships with donors and CCM families. This position includes cultivation event planning and the management of volunteers at the school. The management of the annual campaign is a critical element of this position. The Development Associate will have the opportunity to learn and grow, supporting the Executive Director in implementing major fundraising strategies to meet the 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

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

- 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 and develop stewardship strategies.
- 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 creative fundraising and cultivation events in partnership with the ED and Board of Directors Development Committee, 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.
- Participate in all stewardship and fundraising events, support and attend student and faculty performances and school events.
- Manage the content creation and production of all appeal materials and the bi-annual stewardship publications.

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, 2+ years minimum.
- A track record of project management and communication projects.
- A creative, self-starter attitude with an entrepreneurial spirit and the ability to work independently and collaboratively to support the school's work.
- Superb written, verbal, interpersonal, and relationship-building skills, attention to detail, and strong organizational skills.
- Donor and volunteer service mentality with superb customer service skills.
- Technologically savvy and knowledgeable, including, but not limited to, Microsoft Office Suite and donor CRM software and tools.
- A bachelor's degree or equivalent experience is required.

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.

