

The Director of Development is responsible for the overall management of CMW's resource-development program that seeks to raise one million dollars annually from all sources. This position is charged with managing relationships and securing support from donors who are capable of making gifts of \$1,000 and above. The Director oversees the work of a consultant who manages CMW's institutional relationships and the Manager of Communications & Administration who produces the direct mail appeals, coordinates the print publications, and maintains the prospect database. The Director manages a portfolio of prospects and works closely with organizational leaders, including the Board of Directors, in developing and carrying out solicitation strategies.

The Director must be able to work independently and have an extensive background in fundraising, with demonstrated skill in soliciting major gifts and in managing staff.

Letter of interest and resume due by February 15, or until position is filled. Please email your application to hmarlow@communitymusicworks.org.

Starting salary: \$50,000-\$60,000

Principal Duties:

- Qualify and cultivate prospective donors
- Develop and propose strategies for solicitation, including determining ongoing relationships with prospect/donor; recommend specific purpose and level of gift; identifying those to be involved in cultivation and solicitation; assure that solicitations are carried out
- Participate in developing plans and budgets for resource development
- Analyze data and conduct research to identify major gift prospects
- Coordinate an effective program for recognition, involvement and stewardship of major and special gifts donors
- Support board members and executive leaders in carrying out fundraising tactics
- Report to CMW's leadership on fundraising plans and progress
- Remain current on CMW's plans and programs

Knowledge and Experience:

- Demonstrated ability to successfully solicit major gifts and to develop strategies for others to solicit major gifts
- Bachelor's Degree

Skills and Abilities:

- Passion for the work of Community MusicWorks
- Ability to understand and appreciate the needs and interests of major donors
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas

- Demonstrated ability to manage staff
- Ability to initiate, analyze, monitor, evaluate strategic fundraising plans
- Ability to articulate the case for support
- Excellent writing, interpersonal, and analytical skills
- Knowledge of tax laws that effect charitable giving, personal assets and estates
- In addition, the Director must be able to participate in all aspects of the gift cycle:
 - initiate contact with potential major donors;
 - develop appropriate cultivation strategies, including working with volunteers;
 - move prospects in an appropriate and timely fashion to solicitation and closure;
 - make solicitations when appropriate; maintain stewardship contacts with donors
- Must be available and willing to travel to meet with donors and prospects
- Sense of humor expected

Please direct inquiries to Heath Marlow, Managing Director: (401) 861-5650 x6 or hmarlow@communitymusicworks.org.

About Community MusicWorks (www.communitymusicworks.org)

Founded in 1997 with the conviction that musicians can have meaningful careers that unite artistry and public service, Community MusicWorks is a community-based organization with an annual budget of approximately \$850,000 that builds long-term learning and mentoring relationships between professional musicians, children, and families in Providence, Rhode Island's most diverse and underserved neighborhoods.

CMW's mission is to create a cohesive urban community—through music education and performance—that transforms the lives of children, families, and musicians. Our model is centered on the teaching, mentoring, program design, and performance activities of our ten musicians-in-residence, including the Providence String Quartet and participants in a two-year Fellowship Program for young professional musicians.

CMW applies an innovative approach to music education that features the relationship between music and social justice. In 2010, CMW's after-school programming was celebrated by First Lady Michelle Obama at the White House and CMW's Founder & Artistic Director was the recipient of a MacArthur Foundation Fellowship for his work "creating rewarding musical experiences for often-forgotten populations and forging a new, multifaceted role beyond the concert hall for the twenty-first-century musician."