

SPIRITFUL VOICES™ **JOB DESCRIPTION**



Spiritful Voices Community Choir, Inc. • PO Box 720468 • Oklahoma City, OK 73172-0468 • 405-414-SING (7464)

JOB TITLE: Development Director
REPORTS TO: Artistic Director/General Manager
COMPENSATION: Volunteer position. No salary compensation provided.
HOURS: Part-time, flexible. Typically 20 to 25 hours per week.

BACKGROUND:

Spiritful Voices Community Choir is a 50-voice adult mixed choir organized to share choral music with the community through a number of quality performances during biannual tours that include public venues, retirement communities, skilled-care facilities, nursing homes, and shopping malls in central Oklahoma. The choir is an independent, not-for-profit 501(c)(3) tax-exempt performing arts charitable organization formed in 1999 to promote the talents of non-auditioned, volunteer adult singers and instrumentalists of varied ages and diverse backgrounds. The choir is not affiliated with any church, religious organization, or political group. The choir's repertoire includes a broad range of light secular and sacred choral works--from pop to classical, jazz to Broadway show tunes, and folk songs to spirituals.

DUTIES AND GENERAL AREAS OF RESPONSIBILITY:

The Development Director is responsible for all of efforts to acquire and increase the organization's funding base while promoting its mission and programs. The Development Director focuses on locating sources of funding, approaching suitable patrons, and soliciting major donors for campaigns. He or she also creates and administers all fundraising programs for the community choir and spends a significant amount of time writing grant proposals, corresponding with prospective donors, and meeting with supporters. The successful candidate will play a crucial role in the success of the organization, building upon and creating key relationships to expand the choir's funding bases and to ensure that the organization's programs and goals are realized.

QUALIFICATIONS:

The successful applicant should possess a minimum of three years experience in non-profit fundraising and development, preferably with a performing arts organization. The successful candidate must be adept with an assortment of software systems (i.e., MS Word, Publisher, email, etc.). Applicant should possess superior interpersonal, communication, and organizational skills, and have the ability to meet deadlines while working independently with little or no supervision. An earned bachelor's degree in a related field of study (i.e., business, marketing, or non-profit management) from an accredited college or university is preferred. Commitment to the organization for a minimum of one year is required.

DEADLINE:

This position is available immediately, and will remain open until filled by a qualified candidate.

APPLICATION:

Interested applicants should email a letter of introduction, resume, and three letters of reference to: svladovich@spiritfulvoices.org, with the subject line: "Development Director Position," or mail to: Sam P. Vladovich, Executive Director, Spiritful Voices Community Choir, Inc., PO Box 720468, Oklahoma City, OK 73172-0468.

SPECIFIC AREAS OF RESPONSIBILITY:

- A. Develops and executes an annual fundraising plan for Spiritful Voices Community Choir, Inc.
- B. Actively participates in, devises the strategy for, and carries out the actions required for the choir's fundraising and fund development initiatives including, but not limited to, corporate sponsorships, foundation and governmental grants, tuition scholarships, concert sponsorships, and special events.
- C. Plans, creates, executes, and oversees a campaign to achieve a large sustained base of annual individual donors.
- D. Cultivates, develops, and nurtures relationships with current and prospective corporate and foundation grant sponsors to help secure and sustain funding.
- E. Prepares foundation, government, and corporate grant requests, reports, and necessary documentation.
- F. Strategizes methods of approach to institutional donors.
- G. Leads volunteers in the community choir to identify, plan, develop, and implement fundraising projects and events.
- H. Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
- I. Researches public and private grant sources (i.e., agencies, corporations, and foundations) to identify new sources of restricted and unrestricted funding.
- J. Develops and tracks proposals and reports for all foundation and corporate fundraising.
- K. Creates brochures, pamphlets, correspondence, appeal letters, "thank you" letters, and other materials to support all development efforts.
- L. Creates and disseminates premiums and gifts to donors based on various levels of support (i.e., certificates of appreciation, listings on website, CDs, exclusive invitations, desktop signs, etc.).
- M. Provides donors with receipts for all tax-deductible contributions.
- N. Maintains an accurate grants calendar.
- O. Skillfully uses Microsoft Word, Publisher, Access, Excel, and other software systems to efficiently and effectively create, design, and maintain correspondence, grants, proposals, reports, brochures, databases, spreadsheets, etc., with formatted text, graphics, and advanced settings as needed.
- P. Skillfully uses email, e-marketing, and contact management software in external and internal communications.
- Q. Regularly uses social media (i.e., Facebook, Twitter, etc.) in support of Spiritful Voices Community Choir.
- R. Performs other fundraising and development duties as assigned by the Artistic Director/General Manager.