



Pacific
Chorale

pacificchorale.org

Position Description Development Manager

Position:	Development Manager
Reports to:	President & CEO
Classification:	Full-time / Exempt
Start Date:	June 2024
Salary:	\$85,000 – \$95,000
Benefits:	Full health/ dental/ vision coverage, PTO (vacation + sick days), optional non-matched 403(b) plan, professional development opportunities

POSITION DESCRIPTION

Pacific Chorale, the GRAMMY® Award-winning resident chorus of Segerstrom Center for the Arts in Costa Mesa, CA seeks a nonprofit development professional to serve as its **Development Manager**. This position collaborates with the President & CEO to identify, cultivate, and engage Pacific Chorale’s patrons to achieve our \$2 million annual fundraising goals and to nurture a thriving community of passionate supporters. This person is charged with developing and leading the annual fundraising plan, including guiding the annual fund campaign and facilitating major gift solicitation and stewardship. In addition, this person will plan and manage the Chorale’s major fundraising events, the annual gala, and several other small donor cultivation and stewardship events throughout the year.

This position demands a very hands-on role, perfect for the fundraiser who is comfortable engaging with major philanthropists while also preparing mailings, managing the database, and methodically approaching day-to-day administrative functions. They will possess knowledge and understanding of leveraging CRM platforms as a development resource, and will thrive working in a collaborative team environment interfacing with highly passionate and dedicated patrons.

This position has the potential for growth. It is ideally suited for someone with 2-3 years’ experience in a development-focused role at a small- to medium-sized arts nonprofit, and who is looking to further their career as a professional fundraiser.

POSITION RESPONSIBILITIES

Development Planning and Strategy

In collaboration with the President & CEO:

- Develop and execute an annual fundraising plan and set long-term strategies to increase

Pacific Chorale's donor base and levels of contributed revenue.

- Manage a portfolio of 50-75 major gift individuals (\$1k+) and corporate prospects.
- Create and implement Board-approved fundraising strategies including:
 - Develop a strategy for new prospects at both the local and national level
 - Cultivate and solicit donors for funding opportunities including concert sponsorships, education programs, special events, and tours
 - Manage the strategic encouragement of increased participation with existing donors
- Support solicitations through the development of prospect-specific proposals and talking points for organizational and volunteer leadership.
- Interact with Board members and other interested parties to identify, cultivate, and solicit prospective major donors.
- Steward major donors and corporate sponsors through thank you notes, in-person visits, and impact reports serving as their primary contact.
- Produce development-related reports.
- Lead all aspects of the Development Department's donor stewardship.
- Collaborate with the Marketing and Patron Services teams to create compelling patron communication and solicitation materials and maintain the content of the Chorale's development sections of the website.
- Maintain Tessitura Patron database, files, and records including current contact info, gift records, transactional history, donor acknowledgements and correspondences.

Special Events Management

- Lead planning and management of annual major fundraising events including Opening Night Reception, Annual Gala, and other salon/donor events.
- Develop and monitor event production budgets, manage the Gala committee, and engage and manage event designers, vendors, and volunteers.

Community Engagement

- Attend concerts, events, and select rehearsals to develop relationships with our Board, patrons, and singers.
- Serve as an ambassador of Pacific Chorale within the broader Orange County arts and philanthropic communities.

Other reasonable duties as assigned.



QUALIFICATIONS AND EXPERIENCE

- 2-3 years' experience in nonprofit fundraising, preferably in the performing arts
- Experience with Tessitura or similar CRM platform preferred
- Polished professional with excellent interpersonal verbal and written communication skills
- Proficient in PC-based Microsoft Office applications: Excel, Word, PowerPoint, and email
- A self-directed individual who values contributing within a small, but highly collaborative and dedicated team
- Must possess a high degree of tact, professionalism, and discretion interfacing with a wide range of artists, Board members, patrons, and community leaders
- Knowledge of classical music and music education encouraged
- Must have reliable, independent transportation as this person will be required to visit locations away from the primary office
- May be requested to lift and transport boxes and/or event supplies up to 30 pounds between the office, off-site storage units, and event venues

WORK ENVIRONMENT

Pacific Chorale's administrative offices are open Monday – Friday, 9 am – 5 pm. Occasional weekends and evenings will be required to support concerts, special events, and for individual donor cultivation and stewardship. This is an on-site position that also requires attendance at performances, donor and community events, and individual donor meetings.

COMPENSATION AND BENEFITS

The salary range for this position is \$85,000 – \$95,000, commensurate with the candidate's experience and qualifications. Pacific Chorale provides 100% health, dental, and vision insurance coverage for all full-time employees, paid vacation, recognized national holidays, a one-week paid closure during the year-end holidays, and paid sick time. There is a non-matching 403(b) retirement program available.

APPLICATION PROCESS

Visit https://pacificchorale.formstack.com/forms/employment_application to submit an application form for the "Development Manager" position. Upload a one-page cover letter highlighting your interest in this position and why you think you are a good fit, along with a resume or CV in .doc or .pdf formats.



ABOUT PACIFIC CHORALE

The mission of Pacific Chorale is to inspire our community through artistry and innovation in choral music performances and education programs.

Located in Costa Mesa, California, the GRAMMY® Award-winning Pacific Chorale has delighted national and international audiences with concerts of great choral music performed at the highest musical standards since 1968. Under the artistic leadership of Robert Istad, the organization produces a series of concerts each year at Segerstrom Center for the Arts, where it serves as the resident choir. Pacific Chorale is recognized for exceptional artistic expression, preserving, and performing classical choral music as well as presenting stimulating American- focused programming. In addition to its own substantial performance season and long-standing partnership with Pacific Symphony, the Chorale is sought regularly to perform with the nation's leading symphonies, having performed with such renowned American ensembles as the Los Angeles Philharmonic, the Boston Symphony, the National Symphony, San Diego Symphony, Los Angeles Chamber Orchestra, Philharmonia Baroque Orchestra, and Musica Angelica. In July 2023, Pacific Chorale toured Germany, Austria, and England.

For more information about Pacific Chorale, visit www.pacificchorale.org.

Pacific Chorale is an Equal Employment Opportunity Employer and actively and enthusiastically seeks a diverse pool of candidates.