

## **Position Description: Development Manager**



### **Overview**

Organization: JazzArts Charlotte

Location: Spirit Square, 345 North College Street, Charlotte, NC, 28202

Founded: 2009

Reports To: President

### **History**

JazzArts Charlotte is a Charlotte-based nonprofit arts organization committed to connecting community and developing an audience for jazz through quality education, performance and musician support. Established in 2009 by co-founders Lonnie and Ocie Davis, JazzArts strives to serve as a catalyst for cultural enrichment and music education that brings creative inspiration to the lives of people in the Charlotte region.

Since its founding, JazzArts has grown considerably to include two primary programmatic offerings: the JAZZ ROOM @ The Stage Door Theatre and a JazzArts Academy comprised of youth workshops and ensembles, camps and outreach to local schools. The JAZZ ROOM is a multi-performance, monthly concert offering in uptown Charlotte taking place on Friday and Saturday nights (with extended weekends including Thursday). Earned revenue from the JAZZ ROOM coupled with contributed revenue fuels the JazzArts Academy, which provides jazz music education for thousands of students annually.

### **Milestones**

JazzArts is at an important inflection point with encouragement from local funders and audience members to take a significant step forward in service to its mission. JazzArts has created a solid organizational foundation on which to build with high quality programming a hallmark. The organization's leadership has developed a long-term vision of increased impact through performances, education programming and musician support, claiming the mantle as Charlotte's premiere jazz organization.

In 2018, the JazzArts Guild was formed. The JazzArts Guild is an active group of dedicated volunteers, created to serve the organization by providing relational support to JazzArts' effort by increase awareness, acquire new constituents and develop contributed support.

### **Opportunity**

To further activate this group and steward JazzArts Charlotte's dedicated group of subscribers and patrons, a part-time Development Manager is being sought with the goal of increasing contributed revenue. JazzArts has received multi-year grant support to undergird the initial expense of this role. With increased revenue from development efforts, the organization desires to increase the Development Manager role over time while further augmenting staffing to support continued programmatic growth.

### **The Role: Development Manager**

The Development Manager will provide flexible fundraising support at 20-25 hours per week. S/he will have the unique opportunity to support JazzArts through a period of growth and change. The Development Manager's primary responsibilities are to work with the founders, board of director and the Jazz Guild to identify, cultivate, solicit and steward a portfolio of subscribers and audience members to generate contributed revenue in support of education programming. Reporting to the President, the Development Manager will be responsible for the following:

### **Professional Responsibilities**

#### **Annual Fund Management**

- Lead the effort to increase charitable support of JazzArts Charlotte's education, performance and musician support mission
- Work with President to set annual revenue goals and affirm development activity
- Manage calendar of fundraising activity, being responsible for achieving milestones
- Manage a portfolio of 60-70 prospect/donor relationships
- Create written donor appeals and acknowledgements

#### **Volunteer Management**

- Provide management of the Jazz Guild, engaging them in service to annual constituent acquisition and donation goals
- Provide logistical support for quarterly Jazz Guild events designed to build a sense of belonging for audience members and new constituents
- Identify potential Guild members and orient them to volunteer service

#### **Development Systems Management**

- Ensure JazzArts has a strong system for maintaining up-to-date and accurate records of contacts with donors and prospects, overseeing Altru database system and facilitating strong fidelity of data
- Partner with Marketing staff member on messaging and a moves management model

### **Qualifications**

The ideal candidate would have the following capabilities and qualities:

- Bachelor's degree.
- At least 2-3 years professional experience; non-profit grant management experience preferred.
- Understanding and passion for the organization's mission.
- Strong interpersonal communication skills; high-energy, proactive, self-starting administrator with the disposition to work in a virtual environment.
- Team player who will be a constructive and collegial partner to board, staff and external stakeholders; demonstrated experience managing up.
- Proven writing, editing and oral communication skills.
- Ability to attend meetings and events during evening hours and weekends as needed
- Tech savvy, proficiency with Microsoft Office suite, and experience with Altru/Raiser's Edge database platform preferred.

### **To Apply**

JazzArts is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other

characteristic protected by applicable state or federal law. JazzArts encourages candidates of all groups and communities to apply for this position.

Beginning June 15, 2020 all inquiries, nominations and applications are to be directed via e-mail at [info@thejazzarts.org](mailto:info@thejazzarts.org). Applications must include a cover letter and CV. Please indicate where you learned of the opportunity. Subject line: JazzArts Development Manager Position  
NO PHONE CALLS PLEASE.

To learn more about JazzArts Charlotte please visit: [www.TheJazzArts.org](http://www.TheJazzArts.org)