

Charlotte Choir School

Charlotte, North Carolina

Director of Advancement

Reports to: Board of Directors

Classification: Part-time (20-25 hours/week avg.)

Compensation Range: \$32 - \$35/hour

Executive Summary

The Director of Advancement is responsible for developing and implementing comprehensive fundraising strategies to support Charlotte Choir School's mission. This role involves cultivating donor relationships, securing individual and corporate gifts, and overseeing fundraising events. The Director will work closely with the Board of Directors, the Director of Charlotte Choir School, and the Director of Operations to achieve the organization's financial goals.

Organization: Charlotte Choir School, a 501(c)(3) organization (www.charlottechoirschool.org) is an auditioned community choir offering music education and performance opportunities to talented boys, girls, and young men and women from every background and every corner of the Charlotte region. Originally founded in 1993 as a boys choir in the Anglican choral tradition, the school has grown to include five choirs whose members range in age from seven to eighteen. Every year the choirs of Charlotte Choir School perform for multiple audiences, offering three primary concerts in Uptown Charlotte as well as performances throughout the region. Each summer our tour choirs and MasterSingers travel to destinations throughout the United States, performing for audiences along the way. Every four years the MasterSingers travel to England to perform and to experience firsthand the roots of the Anglican choral tradition. Charlotte Choir School is in residence at St. Peter's Episcopal Church, Charlotte, and welcomes students without regard to race, color, national origin, sex (including gender identity and sexual orientation), religion, or disability.

Reporting Structure and Relationships

- Reports directly to the Board of Directors
- Has a dotted-line reporting relationship to the Director of Charlotte Choir School
- Works in close partnership with the Director of Operations

Key Responsibilities

Fundraising and Development:

- Develop and implement a comprehensive fundraising plan to achieve annual revenue goals.
- Identify, cultivate, and solicit individual donors, including major gift prospects and both new and continuing donors.
- Manage donor relationships and stewardship activities.
- Oversee the planning and execution of fundraising events, such as the Serenade gala.
- Research, write, and edit grant proposals to secure funding from foundations and corporations.
- Based on the organization's needs and priorities, determine the most critical tasks and allocate resources accordingly.

Communications:

- Manage all aspects of donor communications, including acknowledgments, updates, and reports.
- Coordinate media and public relations activities in conjunction with the Marketing Consultant.
- Oversee the creation and distribution of the annual report.
- Contribute to the management of social media and the organization's website in coordination with the Marketing Consultant.

Collaboration:

- Work closely with the Director of Charlotte Choir School and the Director of Operations to ensure alignment with the organization's overall goals.
- Collaborate with Board committees on fundraising initiatives.
- Coordinate with the Marketing Consultant on communications and public relations strategies.
- Serve as the primary liaison to the Board's Fundraising and Nominating & Governance Committees.

Qualifications and Skills

- Bachelor's degree or equivalent experience in fundraising, development, or a related field.
- Proven track record in securing individual and corporate gifts.

- Strong communication and interpersonal skills.
- Excellent organizational and time management abilities.
- Ability to work independently and as part of a team.
- Excellent written and oral communication skills.
- Excellent planning and research skills; demonstrated flexibility and capacity to manage multiple concurrent projects and priorities.
- Experience with donor management databases and CRM systems.
- Ability to convey a vision of Charlotte Choir School's strategic future to staff, board, and volunteers.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong knowledge of Google Suite; the ideal candidate adapts easily to new technologies.

Additional Information

- Available for periodic evening events, such as the annual Serenade gala and Discovery Night.
- Part-time position with benefits eligibility dependent on hours of employment agreed to.
- All payroll and any benefits are handled through St. Peter's Episcopal Church, which is a foundational partner and serves as paymaster for Charlotte Choir School.