



Donor Relations Coordinator (Part-Time) Posted May 2024

Supervisor: Board President

Supervises: None, but works closely with Board and Volunteers

Salary & Benefits: \$25,000 / year, fully remote, flexible schedule except attendance at events

Employment Status: Part-time salaried, exempt

Desired Start Date: July 1, 2024

Position Summary: Cleveland Chamber Choir, Cleveland's premier professional choir, is seeking a highly-organized and dynamic fundraiser to develop and assist with CCC's fundraising activities. This individual will expand ties to the wider Northeast Ohio community at the corporate and individual level, and manage fundraising campaigns and events. The candidate will work collaboratively with the Executive Director, Artistic Director, and Grants Officer and the Executive Board via monthly meetings. This is a fully remote position but the candidate will be expected to travel within the greater Cleveland area for concerts.

Essential Duties & Responsibilities

Individual and Corporate Fundraising (50%)

- Create fundraising campaigns and strategies to achieve quarterly and annual goals.
- Develop customized stewardship plans and implement moves management strategies to strengthen commitment of donors and prospects and identify new donors.
- Ensure donor recognition opportunities are fulfilled in a timely manner.
- Develop relationships with corporate partners to secure sponsorship opportunities.
- Prepare and present quarterly Development Reports for the Board; liaise with Board Members, facilitating engagement in fundraising and fundraising events.

Events Management (20%)

- Assist with planning and executing 1-2 fundraising events each season; liaise with donors at occasional events and concerts throughout the season.
- Collaborate with administrative team to design creative and exciting fundraising plans for events.

Communications (15%)

- Coordinate with staff and Executive Team to incorporate fundraising campaigns and appeals into marketing materials via monthly meetings.
- Leverage digital and print communications platforms to drive donations and donor engagement.
- Create fundraising and event email marketing content as needed.

Database Management (15%)

- Research CRM software options for the organization and present to the leadership team; transfer donor records from an existing spreadsheet to the selected CRM software.
- Code gifts and process acknowledgements and pledge letters in a timely manner.
- Monitor portfolio activity and progress; generate donation reports in donor database to monitor progress towards quarterly and annual goals.



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Desired Qualifications

- Bachelor's degree and/or 3-5 years fundraising or development experience.
- Strong interpersonal, verbal and writing skills; high level of data entry and computer literacy.
- Ability to work independently and collaborate with a team in a remote environment.
- Familiar with Microsoft Office Suite, Google Suite, and social media. Highly skilled with CRM software management and reporting required.
- Experience engaging with a nonprofit Board and volunteers is a plus.
- Knowledge of the local philanthropy landscape and best practices is highly preferred.
- Demonstrated commitment to Cleveland Chamber Choir's mission that choral music is a vehicle for good in the world that should be accessible and welcoming to all.

Non-Discrimination Statement:

The Cleveland Chamber Choir adheres to an Equal Employment Opportunity Policy which requires all employment/hiring decisions to be made without regard to sex, race, religion, color, national origin, gender, age, disability, ancestry, marital status, sexual orientation, gender identity or expression, genetic information, veteran status or any other factor or characteristic protected by applicable federal, state or local law.

About Cleveland Chamber Choir:

The Cleveland Chamber Choir is Cleveland' premier professional choir which provides audiences with exceptional performances of unique and diverse repertoire, blending music by living composers with six centuries of choral repertoire, and emphasizing the works of composers historically excluded from the concert hall. Since its founding in 2015, the Choir has won acclaim for inclusive programming, for partnering with community charities, and for the free concerts that ensure everyone can afford to hear world-class professional choral singing. Under the direction of Artistic Director Gregory Ristow, the Cleveland Chamber Choir brings together performing artists, administrators, audience members, and donors with the philosophy that choral music is a vehicle for good in the world that should be accessible and welcoming to all.

To apply:

Please send a resume and cover letter to Kira McGirr, Executive Director, at kira@clevelandchamberchoir.org with the subject line of "Donor Relations Coordinator." Cleveland Chamber Choir plans to do one round of interviews for this position, and the position will remain open until filled. We hope to have this candidate beginning their position by July 1, 2024, with some flexibility. Should you have any accessibility needs, please include them in your initial email so that we may accommodate them.