

Philadelphia Boys and Girls Choirs
Director of Development Job Description

Reports to: Executive Director

Position Summary

The Development Position at Philadelphia Boys and Girls Choirs (PBGC) is designed to advance PBGC's mission of inspiring boys and girls of all ages to strive for excellence through music as participants in its choirs and vocal conservatory. The development position is responsible for implementing a comprehensive fundraising strategy to achieve PBGC's annual and long-range financial goals.

The role requires a person who is dynamic, engaging, results-oriented and possesses outstanding interpersonal and organizational skills, a self-directed and entrepreneurial spirit, good judgment, and the capacity to collaborate effectively with staff, families, volunteers and alumni. Excellent communication skills are essential for the position, as well as a passion for an appreciation of youth choral music.

Principal Duties and Responsibilities

The Development Director is responsible for creating and implementing a comprehensive develop plan that maintains the fiscal health of PBGC and provides for future growth and expansion. The plan should provide include but not be limited to the following:

- Annual fund
 - Producing two appeals each year that grow the appeal
 - Promptly preparing all tax acknowledgements
 - Managing all matching programs
 - Cultivate current and potential donors
- Events
 - Staffing two annual events including one golf outing
 - Supporting volunteers with event planning and execution with event planning and execution
- Grants
 - Ensure timely submission of current grants and reports
 - Identify potential new sources of grant funding
- Sponsorships
 - Secure sponsorships for choir concerts and events

- Database Management
 - Collect, organize and maintain and accurate and up to date database of all funds received and all communications with donors
- Development Committee of the Board of Directors
 - Staff the committee by preparing materials, including but not limited to: the agenda, meeting minutes and development reports

Desired Characteristics

- Capacity to produce high-quality work promptly and accurately, with strong attention to detail
- Results-orientated
- Outstanding communication and interpersonal skills
- Capacity to engage others and motivate them to act on a shared mission
- Ability to work collaboratively in a team-based environment
- High energy and self-motivated

Essential Qualifications

- Bachelor's degree
- Deep commitment to the value of the arts
- Proficiency with fundraising software
- Proficiency with Microsoft office
- 2-5 years of fundraising experience
- Ability to travel locally and regionally

Hybrid position with remote and in-office flexibility. Full or part time negotiable.

How to apply:

Send resume and cover letter to aobrien@pbgcsings.org