



Dana Marsh, Artistic Director

Washington Bach Consort

Development Director

Full-time, Non-Exempt Position

Overview of Position

The Washington Bach Consort, the nation's premiere baroque orchestra committed to the performance of the works of Johann Sebastian Bach and his contemporaries, seeks a full-time Development Director to join our growing Washington, DC-based team.

The Development Director serves in a key staff role, managing annual fund campaigns and donor stewardship, engaging major gift donors and prospects, securing government and foundation funding, and executing special events. Reporting to and working closely with the Executive Director, the position works closely with the Artistic Director and the Consort's board of directors and requires a strategic and practical thinker who can be effective both independently and as part of a small team.

Key Responsibilities

Together with the Consort's senior staff and consultants, lead the Consort's fundraising to achieve short- and long-term financial goals across individual, government, foundation and in-kind giving streams.

Individual Giving and Annual Fund

- Lead fundraising to secure \$1.4M annual budget, including cultivating, soliciting, and stewarding key donors and identifying new funding prospects
- Manage and build a portfolio of approximately 50 active and prospective individual donors for increased annual gifts;
- Serve as lead for the Consort's moves management system to identify, track, and share prospects with the Executive Director, capturing progress in PatronManager, the organization's CRM;
- Achieve monthly targets on donor cultivation, stewardship and solicitation and keep accurate engagement records;
- Lead all gift processing and donor acknowledgements in coordination with the Patron Services Associate so that patron communications is streamlined;
- Generate targeted mailing lists that reflect the Consort's updated development relationships;
- Draft content for annual fund solicitations with input from the Executive Director;
- Provide donor lists and copy for publications reaching external facing audiences;
- Coordinate and attend donor prospect and stewardship meetings with the Executive Director, Artistic Director, board members, and others to solicit funds on behalf of the Consort;
- In coordination with the Director of External Affairs, support events by setting and tracking fundraising goals, identifying prospects, sending acknowledgment letters and tax receipts. Engage donors and provide on-site support at cultivation and fundraising events, rehearsals, and lunches.

Government and Foundation Relations

- Maintain a comprehensive calendar of proposal and report deadlines; communicate key deadlines to all staff on a frequent basis; and work with grants writing consultant to coordinate content for proposals and interim and final reports;
- Cultivate and strengthen relationships with foundation and government contributors;
- Ensure compliance with charitable registrations and business licensing requirements.

Other Duties, as assigned:

- Engage with Consort donors and patrons via phone and email;
- Work with Patron Services Associate to provide back-up box office duties and perform frequent record maintenance to the database;
- Work with the Executive Director on board development activities, including helping to schedule meeting and prepare key meeting materials, serving as the staff liaison to the Development Committee; and
- Conduct additional administrative functions, clerical assistance, prepare mailings, and coordinate vendors, as needed.

Qualifications

- A Bachelor's degree required;
- At least five years of experience with nonprofit fundraising, with specific experience coordinating major donors, annual funds, and special events preferred;
- Experience developing and maintaining productive working relationships with donors, board members, volunteers and staff.;
- Ability to effectively convey the Consort's story, properly prepare for and meet deadlines, and collaborate with staff, Executive Director and board;
- Excellent written and oral communication skills;
- Ability to work in a team and independently;
- Essential analytical skills and an ability to offer creative solutions;
- Facility with project management tools and donor databases, and quick to learn new technology and tools.
- Proficient with GSuite, knowledge of CRM software (PatronManager experience is preferred), and
- Demonstrated commitment to, and interest in, the performing arts is a plus.

Hours are full-time mostly during business hours, with occasional evening events and weekend performances. At present, staff are required in office two days per week. **Compensation from \$89,000 to \$94,000**, commensurate with experience.

To apply, please submit a cover letter and resume, both of which should demonstrate your experience, qualifications, educational background, and desire to fill this position to:

info@bachconsort.org with "Development Director" as the subject **before April 14, 2025.**

We encourage early applications, as interviews will be conducted on a rolling basis. No phone calls, please. The Bach Consort – now in its 47th season – is an Equal Opportunity Employer.