

Development Officer, Institutional Giving
March 2024

POSITION DESCRIPTION

The Development Officer for Institutional Giving is a full-time employee of the Chamber Music Society of Lincoln Center (CMS) reporting to the Associate Director of Development. The position supports all aspects of foundation, corporate, and government fundraising, which accounts for more than 25 percent of annual contributed revenues for CMS. This key role will assist in further strengthening an already robust institutional giving program at a pivotal moment of growth for the institution. CMS recently launched a multi-year strategic plan that encompasses several ambitious new initiatives, resulting in expanded programming across all areas of activity, including the organization's New York City and touring season, education and community engagement, audience development, and digital media. Philanthropic support will be essential to realizing strategic goals. Working closely with the Associate Director of Development, the position will participate in implementing strategies to renew, increase, and secure new annual fund gifts from institutional sources.

AREAS OF RESPONSIBILITY

Institutional Giving Program

- Support Associate Director of Development as needed in all aspects of maintaining and growing the robust institutional giving program
- Research foundation, corporate, and government funders to assess philanthropic priorities, affinity with the CMS mission, and likelihood of giving
- Work with Directors of other departments to gather information and statistics on CMS programs for reports and proposals
- Serve as the principal grant writer for the team
- Work with Finance Department to create accurate project budgets
- Maintain institutional funder records, both electronic and paper files
- Maintain Tessitura Plans for foundation, corporate, and government funders, as well as updating the grants calendar, in collaboration with the Associate Director of Development
- Enter information and run reports in Tessitura as needed
- Prepare acknowledgements for grants received



Collateral Materials and Presentations

- Format and organize supporting materials for reports and proposals
- Design and update PowerPoints for CMS presentations, sponsorship pitch decks, and in-person and online donor events
- Work with Marketing team to provide content and images for annual online Impact Report

General Development Department Duties

- Staff concert intermission receptions on rotation with Development team (includes evenings and weekends)
- Help to staff special events including Brandenburg Holiday Celebration, Spring Gala, Opening Night, and other events as directed
- Assist with individual prospect research and entering biographical information into Tessitura, as needed
- Assist with annual appeals and department mailings, as needed
- Assist with Development related meetings, such as the Global Council or Board Committees, as needed

QUALIFICATIONS

- Three to five years' experience working in the development office of a similar or larger organization than CMS
- Excellent writing, communication, research, and organizational skills
- Exceptional attention to detail
- Strong computer skills; knowledge of Tessitura a plus

COMPENSATION & BENEFITS

- This is a full-time position, with a salary range of \$70,000 to \$85,000.
- CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, retirement plan, vacation, paid time off.

HOW TO APPLY

Please send a cover letter and resume in a single pdf to: jobs@chambermusicociety.org

No phone calls, please

This is an onsite position, with an option for one weekly remote day

The Chamber Music Society is an equal opportunity employer and values diversity in its workforce