



Development Manager Job Description

- Develop, coordinate, and execute a comprehensive strategy of financial development to support the goals of the Orchard Park Chorale
- Plan and oversee the individual Donor/Patron campaign
- Plan and oversee the Early Bird and Annual Ad Campaign
- Establish and support committees and task forces to implement fundraising projects- i.e. Rehearsal Sponsors, Tops Cards, CD sales, Spring It On, etc
- Prepare foundation and government grant applications, requests and reports
- Establish a timeline for implementing fundraising activities
- Maintain a mailing list database of donors, patrons, audience participants, and Chorale members for use by Fundraising and Marketing committees
- Develop materials as needed to support development efforts- flyers, postcards, etc
- Work closely with the Marketing Committee on ideas for special events, marketing, and outreach efforts
- Prepare and present written reports to the Board on a regular basis evaluating progress of fundraising goals
- Motivate and encourage Chorale members to participate in fundraising activities
- Monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
- Explain and monitor the obligation of all Board members to participate in fundraising and resource development
- Identify and pursue new sources of contributed income—individuals, corporations, foundations/grants