



Director of Development & Special Events, Seattle Girls' Choir

Part-time (.75), Salaried, Exempt

Seattle Girls' Choir provides a robust education in the choral arts, helping girls build skills to succeed in life, and enriching the cultural landscape of the Pacific Northwest.

Seattle Girls' Choir is where girls, ages 5-18, come to pursue excellence through choral singing. The lessons learned from making great music in a group flow into the rest of life: teamwork, discipline and confidence help our girls accomplish anything they set their minds to. Equally long-lasting are the friendships, camaraderie and joy that come from collective achievement at the highest levels.

POSITION SUMMARY

The Director of Development/ Events (DD) oversees the daily function and operations for all matters related to fundraising and donor relations. The DD will report directly to the Board of Directors (primarily through the Board President) and will work closely with the Artistic Director and Administrative Director. This is a part-time position: weekly hours and work location will have significantly flexibility, and seasonal demands will fluctuate (lighter workload Jun-Aug).

REQUIREMENTS:

- A BA, MA or MBA in non-profit fundraising/development or similar field, or equivalent experience
- Fluency in all applicable computer software
- Exceptional verbal and written communication skills
- A strong commitment to the mission of Seattle Girls' Choir

MAIN AREAS OF RESPONSIBILITY:

Fundraising and Development

- Develop, implement, and/or expand fundraising initiatives.
- Identify and cultivate relationships with sponsors/donors (individuals, foundations, and corporations).
- Expand visibility and scope of SGC scholarship program.
- Coordinate efforts between Board and staff to ensure consistent strategy and messaging.
- Potential for grant writing and/or grant management, as applicable.

Special Events

- Oversee all aspects of special fundraising events, including the annual "Cabaret."
- Track and maintain solicitation and event records.
- Oversee procurement of items for auction and raffle.

Donor Outreach and Database Management

- Craft compelling proposals and solicit support from potential sponsors/donors.
- Oversee marketing & promotional efforts related to fundraising.
- Implement system/strategy for database management, donor tracking, and record-keeping.

This is a part-time (.75), exempt position. Salary: \$36,000. Deadline for submission is Monday, April 10th.

Please submit letter of interest and resume to:

Nathaniel Papadakis, Board President

BoardPresident@seattlegirlschoir.org

No phone calls, please

Seattle Girls' Choir is an equal opportunity employer. Minority candidates are encouraged to apply.