



## **Development Manager for Small Performing Arts Nonprofit**

La Donna Musicale is seeking a Development Manager. We are a nonprofit based in the Greater Boston area that manages two ensembles dedicated to rediscovering, performing, and popularizing historic music by women and Hispanic composers. The new role of Development Manager, fully underwritten by the Board now for two years, will be on-going based on proven success.

This largely self-guided role reports to the Executive/Artistic Director and communicates with the Board. Overarchingly, the role is dedicated to significantly growing the organization's financial stability and future. The goal is to grow the organization's annual revenues from \$125K to \$350K per year over the next few years. This is an exciting opportunity to build capacity for the organization which, despite its popularity, has not undertaken significant fundraising efforts in the past.

### **RESPONSIBILITIES**

- Developing an overall fundraising plan and impact-measurement system for the organization.
- Building a donor base for both regular and major gifts.
- Creating relationships with potential financial sponsors such as foundations and corporations.
- Amplifying grant income by researching, writing, and submitting grant proposals and creating a grant calendar.
- Increasing the recognition of the two groups, boosting attendance at their live concerts, and growing their follower/ mailing lists.
- Reporting on progress and recommending goals.
- In addition, the person will participate in the organization's upcoming Strategic & Succession Planning project, to be scheduled with an outside consultant for the second quarter 2023.

This role is specifically for a self-guided expert—someone who has deep experience in non-profit fundraising and who is willing to roll up their sleeves and take on all aspects of the role. Although this is a work-from-home role, the person must be within easy commuting distance of the Greater Boston area to attend some performances and meet with donors.

### **REQUIREMENTS AND QUALIFICATIONS**

- Seven-plus years of development experience.
- Creating budgets and annual fundraising plans and reporting on them.
- Researching and applying for arts grants, particularly in Massachusetts.
- Managing a donor database and fundraising campaigns.
- Securing corporate sponsors and major gifts.



- Using small events, such as concerts at a Board member’s house, to build donor relations.
- Managing communications and publicity, including web content, social media, email newsletters, annual reports, concert PR, and media relations.
- Committing to La Donna Musicale/Rumbarroco’s values of artistic excellence, inclusiveness, and access.
- Cultivating strong interpersonal relationships and articulating La Donna Musicale/Rumbarroco’s missions to a wide range of audiences in a variety of ways, with great communication skills, both oral and written.

The person should also have been in a self-managed position successfully in the past, such as a consulting career, and have a BA and demonstrated excellence in organizational, self-managerial, and communication skills, with fluent English. Multilingual candidates, particularly those with Spanish and/or Portuguese fluency, are strongly encouraged to apply. We also encourage women and people of color to apply.

#### **ADDITIONAL DETAILS**

- Salary: ranges from \$70,000–\$85,000 per year, depending on level of experience and hours.
- Hours: we can be flexible from 30–40 hours per week.
- Healthcare Benefits: Not provided.
- Other Benefits: 10 Holidays, 2 weeks’ paid vacation, and 2 wellness days.

#### **LOCATION**

This is an 80% remote position with approximately 20% of in-person ongoing commitment in the Greater Boston area.

#### **APPLICATION INSTRUCTIONS**

Please submit a cover letter and current resume or CV to [ladonna@ladm.org](mailto:ladonna@ladm.org) with the subject line “Development Manager—Your Name.” Interviews will be conducted on a rolling basis, with applicants encouraged to apply by March 28, 2023. No phone calls, please.

**DESIRED START DATE** April 17, 2023

#### **MORE ABOUT LA DONNA MUSICALE, A 501C3 ARTS ORGANIZATION**

Founded in 1993, La Donna’s internationally acclaimed ensembles use period instruments and historically informed performance practice in their programs. The organization manages two separate musical ensembles—La Donna Musicale, which focuses on historic women composers, and Rumbarroco, which focuses on diverse multicultural aspects of vital rhythmic and harmonic patterns that have been passed down from the Middle Ages, Renaissance, and Baroque periods and that have “traveled” from Spain and Portugal to the Americas and vice versa. Both groups have multiple albums out and regularly perform at venues in New England and abroad.