



Position Opening: *DEVELOPMENT MANAGER*

(Full-Time or ¾-time, negotiable)

Organization

Apollo's Fire, the Cleveland Baroque Orchestra, has been hailed as "one of America's leading baroque orchestras," (Boston Globe). Now in its 17th season, the ensemble performs a series of 5-6 subscription programs with multiple performances of each program in venues throughout Northeast Ohio, as well as summer countryside concerts in rustic venues. Performing on period instruments under the leadership of Music Director Jeannette Sorrell, the ensemble has been praised for its "personality and temperament" (NY Times) and has toured throughout North America. AF has released 13 commercial CD recordings and has had numerous national broadcasts on NPR, Canada's CBC, Britain's BBC, and the European Broadcasting Union. Plans are currently underway for international touring and international broadcasts. AF maintains a suite of offices at the historic Rockefeller Building in Cleveland Heights. The organization has a Board of 21 and an administration of three full-time and five part-time staff members.

Job Description

The Development Manager is responsible for the smooth execution and maintenance of Apollo's Fire's fundraising plan and donor relations' programs. This person serves as a deputy to the Managing Director and thus is prepared to assist with general managerial matters as well as those that pertain to donor and board communications. He/she will be called upon to handle tasks that require discretion, finesse and refined interpersonal skills, and may be asked to handle matters in a variety of areas where relationship-management is paramount. In addition to funding institutions, he/she will be in direct communication with board members, patrons, vendors, volunteers and other contacts in the community. Maintaining positive relationships and communications with all of the above is essential.

Responsibilities include, but are not limited to:

- 1) In collaboration with the Managing Director, planning and execution of the annual fund campaign; corporate giving campaign; institutional giving campaign; writing grants (including budgets), cover letters, acknowledgements, solicitations; tracking gifts and providing projections;
- 2) funder/donor prospecting & research;
- 3) managing all donor cultivations, special events and donor perks;
- 4) serving as liaison to the FRIENDS of APOLLO'S FIRE;
- 5) maintaining fundraising database, providing lists and reports by category;
- 6) assisting in preparation of board and committee meetings.

For full-time candidates, the DEVELOPMENT MANAGER position could extend to include some responsibilities for general office management and box office duties, such as:

Volunteer coordination; General office assistance; Bill-paying in the absence of Managing Director; box Office assistance in the office and at concerts; and assistance with artistic operations at high peak times.

Salary

Commensurate with experience and dependent on time-commitment. Health-care benefits and optional 403(b) plan are available.

Qualifications

- At least one year's experience in a similar capacity with a non-profit organization.
- Excellent interpersonal skills, both orally and in writing;
- Proven facility with computers, including Microsoft programs, Excel and database work. Knowledge of Quick Books is a plus.
- A high level of professionalism, accuracy and attention to detail;
- A passion for the arts; the ability to work as part of a team;
- A car and valid driver's license are required.

To apply

Please send resumé, salary history, two contrasting writing samples, cover letter, and names of current references to:

Search Committee

Email klinfante@apollosfire.org

Apollo's Fire Baroque Orchestra

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