



Job Title: Development Administrator

The Honors Choirs of Southeast Minnesota is a nonprofit organization of four youth choirs for grades 3-12. Its mission is to promote the highest standard of excellence in the preparation and performance of choral music, seeking to provide artistic challenge and growth opportunities for youth throughout the region and enjoyment for the community at large. Membership is by audition and is open to all students who live in southeast Minnesota. This season, 235 singers from 24 southeast Minnesota communities and 53 different area schools sing in the choirs.

Organization website: <http://www.HonorsChoirs.org>

Position Category: Administrative

Description: The Development Administrator has primary responsibility for development activities, growing and sustaining the community support necessary to continue and expand the activities of Honors Choirs. The Development Administrator works in vital partnership with the Artistic Director, Staff, and Board of Directors to assure financial stability and sustain the organization's mission.

Hours: This is an hourly, non-exempt, part-time position at 20 hours per week (0.50 FTE). Work hours are flexible, with a maximum of 40 hours accumulated per two week period. The Honors Choirs office is open Monday through Thursday from 10:00 a.m. to 4:00 p.m., so the expectation is that work hours would generally fall within those times. The pay period is bi-weekly. Additional hours will be considered based on job performance and achieved results.

Functions:

- Seek out and write grants(including Minnesota State Arts Board), and provide appropriate required follow-up and reports
- Oversee annual fundraising appeal process
- Seek concert sponsorships each season (4-5 concerts & summer musical)
- Seek program advertisers for concerts and summer musical
- Solicit individual and corporate donors
- Write personal thank you notes to major donors (\$500+)
- Attend monthly Board's Development Committee meeting

Experience and Expertise Requirements:

- Proven grant-writing skills
- Successful experience in non-profit or arts education fields and demonstrated fundraising skills
- Strong communication, listening, and presentation skills with the ability to articulate the value of arts organizations to the community
- Ability to understand the artistic aspects of the organization
- Familiarity with current trends in online marketing & communication
- Experience in a similar organization with a development role is strongly preferred

The policy and intent of HCSM is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age.

Compensation: \$16.72 per hour

Application Procedure:

Candidates for the Development Administrator position should send a resume, cover letter, an example of a grant the candidate prepared, and an example demonstrating writing style (letter, promotion, fund-raising solicitation, etc.)

- by email to: searchcommittee@HonorsChoirs.org or
- by standard mail to: Search Committee Chair
Honors Choirs of Southeast Minnesota
Assisi Heights, Suite 920
1001 14th Street NW
Rochester, MN 55901