



## **GAY MEN'S CHORUS OF WASHINGTON, DC**

### **POSITION DESCRIPTION: DIRECTOR OF DEVELOPMENT**

#### **About Us**

The Gay Men's Chorus of Washington, DC (GMCW) is an internationally recognized organization that inspires equality, justice, and inclusion through the performing arts. Our organization is comprised of a 300-member flagship chorus, the GenOUT Youth Chorus for LGBTQ+ and allied young people ages 13-18, the chamber ensemble Rock Creek Singers, the *a cappella* group Potomac Fever, the gospel/inspirational ensemble Seasons of Love, and the dance troupe 17<sup>th</sup> Street Dance.

Since 1981, GMCW has presented compelling, sophisticated, entertaining, and enlightening concerts to hundreds of thousands of people in the nation's capital, around the United States, and at international venues. Our season is anchored by three major shows presented at the historic Lincoln Theatre in Washington, DC. Concert seasons may also include a cabaret, a classical music concert, or a Broadway musical. In addition, the main chorus and our small ensembles participate in over 125 outreach performances each season.

GMCW is the voice of LGBTQ+ people in Washington, DC, having performed at events such as the Kennedy Center Honors (for which GMCW has performed twice); inaugural festivities for Presidents Clinton, Obama, and Biden; historically significant ceremonies including the memorial service for Frank Kameny, the interment service Matthew Shepard, and the celebration of the Supreme Court's marriage equality decision in *United States v. Windsor*. In addition to these high-profile events, GMCW and its small ensembles can be found performing weekly around the DC metro region at faith communities, businesses, and schools, promoting justice and equality for all through song.

#### **About the Role**

The Director of Development (DoD) is a new role on the GMCW team that is both strategic and tactical. The DoD will be responsible for managing and implementing all fundraising activities and developing, managing, and executing GMCW's annual development plan. The ideal candidate has a clear understanding of all core components of development, including individual contributions and stewardship, annual and online giving campaigns, corporate partnerships, special events, and grant writing. This role requires experience managing development operations, including Customer Relationship Management (CRM), budget-building, event planning, and gift-processing.

The DoD will report to and work closely with the Executive Director (ED) in addition to partnering with other staff to promote an organizational culture of philanthropy.

The Director of Development can expect his/her/their work to include:

### **Leadership and Development Strategy**

- Contribute positively to organizational culture and reflect the values of GMCW
- Actively engage with GMCW staff and members to understand the mission and vision of the Chorus and to gather stories about Chorus members for use in development communications
- Manage and execute GMCW's development and stewardship plans to achieve annual revenue goals
- Update existing development and stewardship plans with new ideas, industry best practices, and data-driven analysis
- Ensure a robust gift pipeline that meets or exceeds annual revenue goals by actively managing prospective and current donors, foundations and other funders solicited via proposals, grant applications, multiple appeals, and other fundraising activities
- Participate in strategic planning for GMCW to ensure development plans align with and are in service of evolving organizational goals
- Serve as the staff leader and liaison to the Board of Directors' development committee and the annual fundraising gala committee
- Other duties as assigned

### **Fundraising and Donor Relations**

- Research, design, and lead the moves management plans for major individual and corporate donors
- Manage and develop existing initiatives, appeals, and campaigns focused on targeting new donors and stewarding existing donors
- Serve as the primary point of contact for all small and mid-size donors
- Help develop creative and mission-focused fundraising messaging that effectively articulates the special role and impact of GMCW in the community
- Project manage the ED's fundraising work, directing them where and how best to spend time and energy on a weekly, monthly, and quarterly basis

### **Managing Grant Opportunities**

- Conduct prospect research to ensure GMCW has a diverse pipeline of local, regional, and national grant opportunities to pursue
- Create and manage a grant calendar to track upcoming applications and reports, collaborating with staff as necessary
- Clearly and effectively draft dynamic, reader-friendly, and high-quality writing
- Track all grant work in Patron Manager (GMCW's CRM) to ensure grant opportunities and tasks are current and well-detailed

### **Managing Development Operations and Revenue Tracking**

- Establish and monitor annual and long-term revenue goals and budgets
- Design and update a regular progress-to-goal report and development dashboard for the ED
- Conduct weekly gift processing and acknowledgement letter mail merges
- Spearhead development-focused data input and ensure accuracy in all records and development reports in Patron Manager
- Routinely update how-to documentation to codify and safeguard systems
- Work closely with the Director of Patron Services to ensure data integrity

## **Overseeing Consistent and Creative Donor Stewardship**

- Manage the execution of GMCW's donor stewardship plan
- Think creatively about the donor stewardship plan and update it annually with new and meaningful ways to connect donors and foster a sense of community
- Collaborate with the Director of Marketing on the optimal design and content for a donor-focused annual report

## **About You**

To be maximally successful in this role, you must be:

- A born project manager with a knack for working backwards from a deadline to create a plan
- Accustomed to working on multiple projects with different deadlines simultaneously
- A natural people person who appreciates that everyone has an important story to tell
- A dynamic, professional, and poised brand ambassador for GMCW
- A reliable and friendly communicator who reaches out and follows up
- A practiced public speaker who can think on your toes
- A stickler for details and quality
- A caretaker of sensitive information about donors, Chorus members, and GMCW's community
- A strong self-motivator
- A creative thinker willing to test out new ideas
- An advocate for justice, dignity, and equality for all

You must have:

- A Bachelor's degree (or equivalent field experience) and at least 4 years of nonprofit development experience
- Demonstrable experience as a fundraising generalist, with hands-on practice at institutional giving, grant writing, major gifts, annual giving, corporate partnership building, special events, direct mail, and online giving campaigns
- Experience managing and improving development operations, including, but not limited to, CRM management, budget monitoring, and gift processing
- Enthusiasm to propose fresh ideas without prompting by colleagues, openness to feedback on those ideas, and a persistence to bring those ideas to life

## **About Compensation and Benefits**

- Salary commensurate with experience (\$80,000-\$100,000)
- Full health benefits, including dental and vision, plus life insurance
- 403(b) retirement plan match after initial 90-day period

## **To Apply:**

Interested applicants should submit a **resume, cover letter, and writing sample** to [employment@gmcw.org](mailto:employment@gmcw.org) with "Director of Development" in the subject line.

GMCW does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity or expression, genetic information, gender, marital status, disability, or status as a US veteran. Final applicants will be subject to a background check.