



The **Cincinnati Children's Choir (CCC)** is an educationally based choir program. Using the philosophies and techniques of Carl Orff, Zoltan Kodaly, Jacques Dalcroze, and Jerome Brunner, participants learn strong vocal technique, sight-reading, performance excellence, music history, and music theory. The learning environment is creative, explorative, and fun as the children form lasting relationships with children outside of their community and develop a lifelong involvement with music.

CCC, celebrating its 15<sup>th</sup> year, is seeking a dynamic, passionate, dedicated Development Director who will provide strategic direction, management and coordination of CCC's fundraising efforts. The Director will create fundraising strategies that increase the organization's support from both individuals and corporations, and will also play a key role in identifying, cultivating, and soliciting major donors for capital and annual gifts and corporate sponsorships. CCC seeks a self-starter, who has an entrepreneurial and creative approach to development, as well as a strategic outlook and genuine affinity for the mission and values of the organization.

**Title:** Development Director - Cincinnati Children's Choir

**Salary:** Commensurate with related experience; potential for incentive bonus based upon performance

**Education:** BS, BA desirable or equivalent related success

**Location:** Cincinnati, Ohio

**Type:** Starting as part-time; plans of growing to full-time with addition of development staff, as needed

**Reports to:** Chairperson of the CCC Board of Directors - Development Committee

**Works with:** Artistic Director, Executive Director, Staff, and Board Members

**Duties / Responsibilities:**

- Plan, administer, and implement corporate and individual fund raising activities for CCC;
- Ensure that the appropriate systems, staffing and procedures are in place to support fundraising goals;
- Maintain a proactive, creative leadership role in the identification, cultivation, solicitation and recognition of individual, corporate and foundation contributions;
- Prepare and/or oversee all direct mail letters, grant applications, and sponsorship proposals required to support fundraising efforts;
- Coordinate donor receptions, events, and galas in collaboration with Executive Director, other staff and volunteers;

- Serve as a visible spokesperson and advocate for CCC's mission and programs in the funding community;
- Work collaboratively with all CCC staff and Board of Directors to gather information needed to successfully accomplish and support the goals of CCC;
- Actively participate in CCC activities / events including, but not limited to, recording sessions, concert planning / support, special events, choir tour / travel and exchanges, etc.

**Experience** - The ideal candidate will have the following experience and qualifications:

- At least five years professional fundraising experience, including both individual and foundation/corporate solicitations;
- Demonstrated experience in managing people and budgets in a hands-on environment; computer literacy and knowledge of database management is highly desirable;
- Ability to effectively gain the respect and support of various constituencies, including board and staff members, parents and volunteers, donors and foundation and civic leaders;
- Interest in and/or experience within a performing arts or youth education setting is a plus.

**Personal Qualities**

- Highly entrepreneurial, resourceful and flexible;
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused;
- A team builder with strong skills in management and leadership;
- Committed to and enthusiastic about CCC's mission and programs.

**HOW TO APPLY**

Please submit letter of interest and resume to:

Cincinnati Children's Choir – Development Director Search  
 CCM Preparatory Department  
 University of Cincinnati  
 Cincinnati, OH 45221-0236

Or by e-mail to [choir@cincinnati choir.org](mailto:choir@cincinnati choir.org)

**The Cincinnati Children's Choir is an equal opportunity employer.  
 Minority candidates are encouraged to apply.**

[www.cincinnati choir.org](http://www.cincinnati choir.org)