



The **Cincinnati Youth Choir (CYC)** is an educationally based choral ensemble program. Participants learn healthy vocal technique, sight-reading, music history and theory, while experiencing performance excellence. The learning environment is creative, explorative, and fun as the youth form lasting relationships with students outside of their community and develop a lifelong appreciation of music. It is the mission of CYC to offer all children and youth the opportunity to experience musical excellence in a creative environment. Participants demonstrate musical understanding, artistry, achievement and confidence through passionate performances and collaboration with premier ensembles and children's choirs throughout the world. For the past 25 years CYC has been building stronger communities by creating a comprehensive foundation that supports music educators and develops tomorrow's leaders.

CYC is seeking a dynamic, passionate, and dedicated Development Associate who will provide strategic direction, management and coordination of CYC's fundraising efforts. The Development Associate will create fundraising strategies that increase the organization's support from grants, and will also assist in identifying, cultivating, and soliciting individuals and corporations. CYC 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 Associate - Cincinnati Youth Choir
Starting as part-time; plans of growing to full-time position

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

Education: BS, BA desirable or equivalent related success

Reports to: Lauren Hess, Executive Director

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

Duties / Responsibilities:

- Assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines to meet revenue goals.
- Maintain a proactive, creative leadership role in the identification, cultivation, solicitation and recognition of individual, corporate and foundation contributions.
- Plan, administer, and implement corporate and individual fund raising activities for CYC.

- Serve as a visible spokesperson and advocate for CYC's mission and programs in the funding community.
- Work collaboratively with all CYC staff and Board of Directors to gather information needed to successfully accomplish and support the goals of CYC.

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

- At least five years professional grant writing and fundraising experience, including both individual and foundation/corporate solicitations;
- Knowledge of fundraising information sources, basic fundraising techniques and strategies, and familiarity with research techniques for fundraising prospect research.
- Demonstrate strong written communication skills, strong editing skills, ability to meet deadlines, ability to monitor and meet revenue goals, and proficiency in Microsoft Word, Excel, and PowerPoint.
- 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 CYC's mission and programs.

HOW TO APPLY

Please submit letter of interest and resume to:

Development Associate Search
 Cincinnati Youth Choir
 University of Cincinnati
 College-Conservatory of Music
 Cincinnati, OH 45221-0236

or email to choir@cincinnati choir.org.

The Cincinnati Youth Choir is an equal opportunity employer.
www.cincinnati choir.org