



Position Available: Director of Development

The Director of Development reports to the President & Executive Director, and works in close cooperation with the Associate Director of Development and the Board of Directors, especially the members of the Friend-/Fund-raising Committee.

The Director of Development is responsible for the strategy, design, implementation and management of all fundraising efforts for Hochstein, with the goal of building the School's contributed resources through individual, foundation, government, and corporate support. Cultivation, solicitation, and building and maintaining strong relationships with both new and existing donors will be the main focus of the Director of Development.

Specific roles and responsibilities include:

- Establish and maintain a Development Office and organize all development activities in keeping with the organization's values, brand, mission, vision and plans.
- With the President/Executive Director and the Board's Friend-/Fund-raising Committee, develop fundraising goals and strategies to include major gifts, annual campaign, special events, and public and private grants.
- With direction from the President/Executive Director, establish priorities for funding requests for Hochstein programs and services; work with Hochstein senior staff and faculty department chairs to develop compelling opportunities for major gifts and to develop partnerships with donors/sponsors.
- With support from the Associate Director of Development, plan and implement the School's annual campaign, foundation and other institutional grant seeking, and special events fundraising, to meet annual goals.
- Create a comprehensive planned giving program.
- Develop fundraising training and education including current trends, issues, and obstacles/opportunities for the Board of Directors, senior staff, and appropriate volunteers.
- Develop and implement cultivation events, solicitations, and recognition of current and prospective donors. Retain and motivate donors and fundraising volunteers.
- Oversee donor and gift record-keeping, databases, gift processing, pledge reminder, and acknowledgement programs.
- Prepare, manage, and monitor a budget approved by the President/Executive Director for the Development Office. Provide regular progress reports on fundraising goals and expenses.

- With support from the Associate Director of Development as possible within the seasonal cycle of Communications/Marketing and Special Events responsibilities, oversee and conduct research on prospective private, corporate, foundation, and government funders. Prepare and track grant proposals. Write and submit letters of inquiry, proposals and reports; coordinate site visits as needed; maintain detailed records of contacts, activity, deadlines, and other pertinent information.
- As a member of the School's senior staff, contribute to the School's strategic and operational planning to set goals and identify priorities; assist with development of publications and other communications to support donor cultivation and stewardship.
- Staff the Board's Friend-/Fund-raising Committee.
- Manage other duties as requested by the President/Executive Director.

Qualifications:

- Bachelor's Degree, Master's preferred. A minimum of 5 years professional fundraising experience, preferably in an arts/education environment.
- Extensive knowledge of and experience with fundraising principles, practices, and techniques.
- Knowledge of the individual and institutional funding community.
- A record of success in developing and maintaining productive working relationships with board members, donors, volunteers, parents/students/alumni, and other staff members.
- Superior organization and communication skills, both written and oral; professional personal presentation skills.
- Ability to work as a leader and as part of a team.
- Ability to think strategically and to create relationships between the needs of the School and the interests of prospective funders/donors.
- Flexibility, persistence, attention to detail.
- Interest in music and dance education and a strong interest in speaking passionately about Hochstein, its mission and programs.

To apply:

Please send cover letter and resume to:

Hochstein School of Music & Dance
 Attention: Dr. Margaret Quackenbush, President & Executive Director
 50 N. Plymouth Avenue
 Rochester, NY 14614
Director@hochstein.org

The Hochstein School provides music and dance instruction and music therapy services to students of all ages and levels. Each year as many as 4,000 students from toddlers to senior citizens participate in lessons, classes, ensembles, and music therapy programs taught by an exceptional 125-member faculty.