



Position Title: Marketing and Development Manager

This position supports Phoenix Boys Choir by strengthening revenue streams and expanding awareness through high quality communication strategies.

Our vision is to create an inclusive, vibrant and welcoming artistic community for young people to develop, through transformational experiences, their individual potential and life-long support of the arts.

The Phoenix Boys Choir believes that a diverse staff is necessary to achieving success in our work. We encourage applications from candidates who can contribute to the diversity of our workforce and reflect the community we serve. Phoenix Boys Choir provides equal employment opportunities to all employees and qualified applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, sexual orientation or gender identity.

Primary Functions and Responsibilities

Development Responsibilities

- Develops and executes individual giving strategies (including recurring giving, employee giving, annual fund)
- Creates and implements donor-centric communications
- Assists with donor cultivation and stewardship activities
- Writes, edits and submits grant proposals and final reports
- Manages calendar of grant opportunities and reporting deadlines
- Oversees volunteer grant-writing committee
- Researches prospective individual donors as well as new grant and sponsorship opportunities
- Administers our CRM, CharityEngine to collect, organize and maintain accurate and up-to-date donor information.
- Oversees donor acknowledgements

Supervises others: Sweeps Coordinator

Reports to: Executive Director

Employment status: Part or Full Time

Employee negotiable

FLSA status: Exempt

Salary range: \$35,000 - \$45,000

Benefits: Dependent on part or full time status

Remote eligibility: No

Telework eligibility: Possible - limited

- Supports Sweeps (chorister fundraising program) program coordinator

Special Event Responsibilities

- Produces in tandem with staff, organization events including concerts, fundraisers, etc.
- Assists in management of annual fundraising events including preparing agendas for and participating in volunteer committee meetings, soliciting sponsors, researching, securing and communicating with vendors and stewarding attendees to ensure donor retention
- Maintain inventory of event-related in-kind gifts
- Oversees and recruits special event volunteers as needed

Marketing Responsibilities

- Develops annual communications plan
- Creates and schedules compelling collateral and content, including advertisements, newsletters (online), direct mail, email, concert programs, invitations, annual report and social media, including video/photoshoots
- Implements basic website updates and maintenance (via Wix and soon WordPress).
- Develops messaging for variety of audiences including current and new donors, patrons, corporate partners, current families and prospective choristers
- Presents organizational information in a variety of settings including special events, tabling events and speaking engagements
- Acts as organizational liaison with contract graphic designers, print vendors and mail houses.
- Supports ticketing and customer service activity as needed.

Essential Qualities and Competencies

You will succeed in this role if:

- You have exceptional messaging, communication and writing skills
- You have the ability to initiate and build meaningful and genuine relationships
- You have excellent proofreading skills and attention to detail
- You are able to work independently and be proactive, troubleshoot and pivot as needed
- You are interested in learning new skills on the job

Experience and Other Requirements

- Bachelor's degree or equivalent experience
- 2-4 years director experiences in non-profit fundraising/communications or equivalent experience
- Demonstrated success in executing fundraising appeals and campaigns
- Direct experience in messaging, content creation, design and communication strategies
- Microsoft Office, Google Suite, donor database, Wix, Wordpress, Constant Contact and general technical ability preferred
- Bilingual in Spanish a plus

Benefits

Time Off: Depending on whether the position is filled as a part-time or full-time one, Phoenix Boys Choir offers a benefits package which includes dental, vision, health stipend, along with generous, flexible paid time off.

How to Apply

Please submit your cover letter and resume to mitra@boyschoir.org using Marketing and Development Manager and your name in the subject. Deadline to apply is **Wednesday, January 25, 2023**.

Phoenix Boys Choir is committed to creating a safe environment free from abuse of any kind. Phoenix Boys Choir has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process and Criminal Background check for all faculty and staff members before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Phoenix Boys Choir reserves the right to revise the responsibilities or to require other or different tasks to be performed at any time. As a performing arts organization, evening and weekend work is sometimes required.

More About Us

Since 1947, the Grammy-award winning Phoenix Boys Choir has offered a choral music education and youth development program that instill excellent musicianship and critical values in young people. Our program develops responsible, caring, creative young people who will be our future leaders and citizens endowed with a passion for the performing arts and community.

Each year, we offer a full season of concert performances offering a wide repertoire from classical to popular selections. We tour domestically and internationally, participate in music festivals, and sing with other professional groups. For more information visit www.boyschoir.org.