



Development Director Job Description

Full Time, Year-Round, Exempt

Position Description

Midsummer's Music seeks a dedicated, experienced professional to join its team. The Development Director will raise funds essential to delivering the organization's mission to present world-class chamber music, performing at the highest standard of artistic excellence while enriching audiences near and far with dynamic, distinctive, and engaging performances.

This individual will play a key role in a growing nonprofit organization and must be exceptional at building relationships and have a strong interest in performing arts. This position will be hired by and report to the Executive Director.

About Midsummer's Music

Founded in 1990, Midsummer's Music has been bringing chamber music to Door County, Wisconsin, audiences for more than three decades. Our "exciting, pulse-pounding and riveting" concerts include international premieres and feature world-class artists.

Our unique and diverse cultural, historical, and scenic musical experiences touch tens of thousands of listeners each year via live performances, radio, and social media. A multi-faceted organization featuring collaborations with local organizations and institutions, we attract musicians from Chicago's Lyric Opera, Chicago Symphony, Milwaukee Symphony, Orpheus Chamber Orchestra, St. Paul Chamber Orchestra, Ravinia Festival, and Pro Arte Quartet, among others.

Our resident string quartet, the Griffon String Quartet, enriches the lives of children and adults throughout northeast Wisconsin through concerts, workshops, and music education.

Duties and Responsibilities

Development and Fundraising

- In collaboration with the Executive Director, reach or surpass annual fundraising goals in the annual budget.
- Provide insight and generate ideas for innovative ways to increase giving.

- Recruit, retain and acknowledge donors
- In partnership with the Office Manager, manage the donor database (Donor View).
- In collaboration with the Executive Director, manage all grant writing and reporting.
- Coordinate four quarterly Donor Appeals.
- Manage online giving, sponsorships, and memberships.
- Opportunity to plan, manage, and oversee the endowment and investment funds.
- Support programming initiatives created by the Artistic Director

Events

- In collaboration with the Executive Director, coordinate 4-8 fundraising events annually.
- Coordinate annual donor appreciation/recognition events for the three established donor groups (planned giving, giving level, giving duration).
- Build relationships with concert attendees and others in the community to build support for Midsummer’s Music.

Volunteers

- Recruit, coordinate, and recognize volunteers assisting with fundraising initiatives.
- Work with Midsummer’s Music Board of Directors and Development Committee members to achieve fundraising goals.

Fundraising Materials

- Develop and update printed fundraising materials and communications via website and social media.

Professionalism

- Understand the confidentiality of donor’s information and act with integrity and professionalism.
- Professionally present themselves in both the office and events.
- Bring energy and excitement for music and education that inspires others to give.

All other duties as assigned

Required *Qualifications*

Applicant must have experience in (1-3 years minimum):

- Fundraising, including cultivating personal gifts, creation or management of fundraising materials, and grant writing/management.
- Volunteer collaboration/management.
- Event coordination.

Preferred Characteristics

- Self-motivated
- Detail oriented
- Collaborative
- Communicative: socially, written, and publicly
- Strong time-management and prioritization skills

Work Environment

- Must be willing to clean, set up, take down, and assist with events.
- Must be available year-round, some evenings, and some weekends.
- Visual Acuity for reading computer screens, documents, and making necessary changes is required.
- In-person office and concert performance attendance is required. Office located in Sister Bay, WI.

Salary and Benefits

- Annual Salary: \$50,000 - \$60,000 (negotiable based on work experience) Annual pay raises commensurate with work performance.
- Benefits include: Cafeteria Plan (IRS section) 125
- Midsummer's Music offers Unlimited Paid Time Off
- Professional development/certification financial assistance

Important Dates and Contact

- Applications are accepted until the position is filled.
- Personal statement, Cover Letter, and Resume must be uploaded at <https://www.midsummersmusic.com/development-director-application/>
- Contact Allyson Fleck, Executive Director, with any questions at executivedirector@midsummersmusic.com (Application materials sent to this email will not be accepted)

Midsummer's Music Ltd. is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.