

HOLLAND CHORALE
JOB DESCRIPTION – DEVELOPMENT CONSULTANT

July 16, 2018

Reports to: President of the Board of Directors

Work Schedule: The scope of this position requires a flexible work schedule. Certain times of the performance year require more hours than others. Specific schedule to be arranged with the Board. Work hours to average 5 hours per week for 26 weeks of the year.

Responsibilities:

- Creation and implementation of a three-year development plan
- Creation and maintenance of a sponsorship program and all related materials to secure sponsors for each performance
- Maintain clear timelines for all development activities
- Maintain excellent donor communication
- Arrange and conduct meetings with prospective donors
- Assist with budget forecasts and monetary fundraising goals

Skill Requirements:

- Self-motivation driven by desire to elevate the organization to be its best.
- Good computer skills including Word, Excel, Outlook, basic QuickBooks and social media.
- Strong organizational skills and ability to relate well to board members, performers, donors and the general public.