Development Manager

Title: Development Manager
Department: Development
Reports To: Executive Director
Status: Full Time, exempt with benefits

POSITION SUMMARY
The International Contemporary Ensemble, a non-profit performing arts organization in its 18th year, seeks an experienced Development Manager. The Ensemble has a robust fundraising program in support of its approximately $2MM operating budget. In this role, the Development Manager is responsible for raising individual and major gifts towards ICE’s Annual Fund through continued management and growth of its donor pipeline, effective digital and direct communications, event planning, and creative fundraising strategy. The Development Manager will work closely with, and report directly to the Executive Director, Jennifer Kessler, with support from the Administrative Assistant. The Development Manager will work cross-departmentally to manage and execute the fundraising goals for the organization.

KEY RESPONSIBILITIES
- Developing and implementing effective fundraising strategies to achieve individual and Board giving goals
- Working closely with the Executive and Artistic Directors to identify, cultivate, and solicit prospects at all levels of gifts and bequests to support programming, operations, and any future capital improvements
- Scheduling, managing, and executing events for cultivation and solicitation purposes alongside the Executive Director, Artistic Directors, and a select group of members of the Board of Directors
- Managing a strategy and lead-up to annual galas including an upcoming 20th Anniversary
- Preparing major gift proposals in response to inquiries and/or cultivation of major donors and prospects
• Managing a comprehensive portfolio of individual donors, prospects, and board members in our Patron Manager database and communications calendar
• Creating analytic reports and adjusting gift strategy as needed to meet annual fundraising goals
• Overseeing gift acknowledgements and data entry process with the aid of the Administrative Assistant
• Organizing calendar of major gift asks, stewardship, and event invitations for Executive and Artistic Directors

QUALIFICATIONS
• Three to five years of experience in non-profit fundraising, including individual giving and event planning
• At least 2 years of managerial experience
• Exceptional writing, verbal, and interpersonal communication skills
• Excellent attention to detail, balanced with the ability to manage multiple projects simultaneously
• Demonstrated experience using Patron Manager or a similar donor tracking database
• Experience managing effective relationships with multiple stakeholders, including donors, prospects, board members, partners, and staff
• Knowledge of the Performing Arts landscape
• Proven experience in event planning
• Experience using Google Suite and Microsoft Office
• Ability to creatively problem-solve
• Available to work occasional nights and weekends

COMPENSATION
The International Contemporary Ensemble offers a competitive salary and benefits that align with our values of wage justice and work-life balance. The salary range for the Development Manager position is $60,000 - $70,000 and is commensurate with experience. The position is full-time, with benefits including medical insurance, vacation, personal, and sick time. We strive to create a culture that emphasizes work-life balance, and we offer flex and remote time in compensation for extra hours worked.

The International Contemporary Ensemble values the ideas and creativity that each employee brings to the table, and is proud to be an equal opportunity employer committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.
To apply, please send a resume and cover letter by email to careers@iceorg.org, with the subject heading DEVELOPMENT MANAGER, expressing how your experience fits with this position and why you’re excited about working with the International Contemporary Ensemble. 

Applications will be reviewed on a rolling basis until the position is filled. The ideal candidate will be able to start in early spring 2020.

For more information about the International Contemporary Ensemble, please visit our website at https://www.iceorg.org/.

ABOUT THE INTERNATIONAL CONTEMPORARY ENSEMBLE
The International Contemporary Ensemble (ICE) is an artist collective that is transforming the way music is created and experienced. As performer, curator, and educator, the International Contemporary Ensemble explores how new music intersects with communities across the world, performing up to 150 concerts and events a year. The Ensemble’s 36 members are featured as soloists, chamber musicians, commissioners, and collaborators with the foremost musical artists of our time. Works by emerging composers have anchored the Ensemble’s programming since its founding in 2001, and the group’s recordings and digital platforms highlight the many voices that weave music’s present.

OpenICE, made possible with lead funding from The Andrew W. Mellon Foundation, offers free concerts and interactive, educational programming wherever the Ensemble performs. As the Ensemble in Residence of the Nokia Bell Labs Experiments in Art and Technology, the International Contemporary Ensemble advances music technology and digital communications as an empowering tool for artists from all backgrounds. Curricular activities include a residency and coursework at The New School’s College of Performing Arts, along with a summer intensive program, called Ensemble Evolution, where topics of equity, diversity, and inclusion build new bridges and pathways for the future of creative sound practices. Yamaha Artist Services New York is the exclusive piano provider for the Ensemble. Read more at www.iceorg.org and watch over 350 videos of live performances and documentaries at digitice.org.