

Position Announcement

Development Manager Kidznotes Durham, NC

Fall 2023



KIDZNOTES
Collaborate. Inspire. Change.

[Kidznotes](#)

Position Description: Development Manager

Applications will be accepted until position is filled

Executive Summary

Kidznotes seeks an experienced Development Manager who is eager for the opportunity to create a successful development program that provides music education, leadership opportunities, and character building for children with the fewest resources and the greatest need in communities of the Triangle in North Carolina.

Candidates should have a strong understanding of fundraising fundamentals and best practices, a keen interest in being engaged in donor development, and being a trusted partner to the Executive Director in growing an organization with equity-centered values. Kidznotes seeks a development professional comfortable working independently and creatively to ensure deadlines and deliverables are met.

About Kidznotes

Kidznotes was founded in Durham, NC in 2009 as a music for social change program based on the [El Sistema model](#) of youth orchestras, which started in Venezuela and has now spread worldwide. El Sistema's mission is not to create professional musicians, but to promote the collective practice of music through symphony orchestras and choruses in order to help children and young people in achieving their full potential by acquiring values that favor their personal growth and development.

Today, Kidznotes creates music that energizes limitless social change through a thriving, multicultural network of children, families, and community partners. Our core values are diversity, rigor, collaboration, empowerment, and JOY.

Kidznotes Program Objectives

- To encourage children's participation in music training and to improve their musical performance abilities
- To foster the development of children's social behavior and values which contribute to success at school and in society
- To support the development of children's school readiness and academic achievement.
- To encourage children's positive decision-making
- To promote parents' engagement in program and community activities.

The Position

This position will report to Cheryl Ann Welsh, Director of Finance & Operations until a full-time Executive Director is on board.

Job Duties

The Development Manager will be a confident and independent self-starter; a builder as well as a skilled practitioner who knows both the art and science of fundraising. The Development Manager will staff the Board Development committee and will be responsible for liaising with program staff for volunteer engagement in all fundraising-related activities.

The Development Manager should be a fundraising generalist, schooled in best-practices with the drive to implement the operational building blocks required of a successful fundraising program now and in the future. From data entry and donor management, to online giving, annual fund, major gifts, and special events, the Development Manager will need to do a thorough assessment of Kidznotes' strengths and identify what is missing while keeping an eye on the budget and ensuring that the development plan is well managed, realistic, and on track.

Kidznotes is ready to grow beyond its reliance on grants. In order to accomplish this, the incoming Development Manager will build a more vibrant and effective annual fund and major gift program supported by a well-organized prospect/donor pipeline. Individual donors have also been a critical source of support for Kidznotes, and a growing number of supporters are giving monthly, reflecting a strong commitment to the organization, and providing a constant, predictable source of core support for the organization.

Responsibilities

- Plans and executes a full range of fundraising to include major gifts, annual campaign sponsorships, and/or special events.
- Leads the creation, monitoring, and evaluation of a diversified, comprehensive written development plan with clearly defined goals, objectives, timelines, and assignment of responsibilities.
- Focuses on building a robust prospect pipeline and system that ensures prospects are cultivated, solicited, recognized and stewarded regularly.
- Makes regular reports of progress to the Executive Director and Board and keeps the staff fully informed.
- Supports the Executive Director with her portfolio of prospects and donors by providing her with the necessary research and planning discussion so she will be at her highest and best use.
- Collaborates with volunteers and the Board in the identification, cultivation, and solicitation of donors and prospects.
- Integrates technology into all aspects of the fundraising process as an essential tool to save time and maximize resources and as an exciting opportunity to reach donors beyond the traditional fundraising avenues.
- Is a passionate and informed advocate for Kidznotes and serves as one of the key spokespersons for the organization. Looks for opportunities (or positions the Executive Director and Board members) to attend community events or serve on community panels or initiatives that position the organization for improved fundraising or visibility.
- Oversees and evaluates all processes and procedures related to fundraising including stewardship activities (donor database, acknowledgements, and recognition), gift acceptance policies, and contributions management.

Preferred Qualifications and Skills

- Bachelor's degree or substantial equivalent experience will be considered.
- 3-5 years of professional experience in a nonprofit organization, with a proven track record of fundraising success. Experience with fundraising in the greater Triangle area of North Carolina a plus.
- Passion for the mission of Kidznotes; cultural competency to work comfortably with the communities Kidznotes serves.
- Commitment to diversity, equity and inclusion and demonstrated understanding of how issues such as race, ethnicity, color, national origin, socio-economic class, perception of disabilities and/or other areas of implicit bias in the larger culture can shape, distort, and harm.

- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and key stakeholders and build long-term relationships.
- Exceptional planning skills; goal, results, and detail-oriented with the ability to set and meet deadlines. Able to construct, articulate, implement, and evaluate written annual plans.
- Demonstrates integrity, treats colleagues and donors with respect, puts the fundraising needs of the organization above personal ambitions, and maintains confidentiality.
- Enthusiastic and skilled networker who enjoys getting out into the community, attending events, and participating in civic groups and activities that position the organization for success.
- Proficient in the use of donor databases, including producing reports as well as the use of social media for fundraising. Experience with DonorPerfect or similar platforms is required.
- Flexible and adaptable work style with the ability to work some nights and weekends, manage competing demands and work independently without close oversight.

Compensation: Commensurate with experience and abilities and reflective of salary levels in Triangle-area nonprofit organizations; anticipated hiring range for full-time employment is \$50,000-\$60,000 plus benefits.

To apply: In one document please submit a cover letter, resume and how you found out about the position, and send via email to:

Ms. Kim Crouch Executive Director jobs@[kidznotes.org](mailto:jobs@kidznotes.org)

Applications will be reviewed as received until the position is filled.

Kidznotes is deeply committed to anti-racism, inclusion, and equity in our programming and workplace, and to providing an environment of mutual respect where equal employment opportunities.

Kidznotes makes recruitment, employment, promotional and all other Human Resource decisions without regard to race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, disability, veteran status, genetic information, or any other class protected by state or local law. This policy applies to all aspects of employment that include but are not limited to hiring, promotion, training, transfers, job assignments, terminations, recalls, wage and salary administration, and application of all Kidznotes' policies, procedures, and benefits.

** Kidznotes' Core Values: Collaboration, Empowerment, Diversity, Rigor, Joy*