



Job Title: Development Manager (Ready to Hire)

Category: Full time non-exempt

Reports to: Executive Director

About the Carmel Bach Festival

The Carmel Bach Festival is one of the longest running, artistically excellent, and fiscally sound performing arts organizations in California. The Festival brings the transformative power of live music to the community during its July performance season that features 100 vocal and instrumental musicians from around the world in more than 40 concerts and events at the Sunset Cultural Center in Carmel-by-the-Sea and other venues throughout Monterey County. Outside of July, the Festival offers an increasing number of community engagement and music education programs in and around the local community.

The Festival has a large base of loyal and generous patrons and its culture is further defined by the warm, personal, and enduring relationships among its patrons and musicians, referred to as the Bach Festival Family.

The Festival is managed by a small and strong administrative staff headquartered year-round in beautiful Carmel-by-the-Sea. Each administrative staff member has a functional skill or strength, and the administrative staff culture focuses on teamwork and collaboration to achieve the artistic, operational, and financial goals of the organization. The Development Coordinator is a key member that will organize fundraising campaigns and donor cultivation events.

Position Summary

The Development Manager creates, plans and executes fundraising campaigns and donor cultivation and appreciation events to achieve the contributed income goals of the Festival. The Development Manager conducts research to identify individual, corporate and foundation prospects, and maintains databases to audit-level accuracy. The Development Manager collaborates with the Executive Director, Development Committee Chair and Board President relative to all of the above to set priorities, goals, schedules and deliverables.

Fundraising (50%)

- Manage programs that identify and implement a comprehensive development strategy that uses donor stewardship to increase giving and build relationships with the Festival.
 - Coordinate the design, strategy, and implementation of three major fundraising campaigns: Musician Sponsorship, Annual Gala, and Annual Appeal to achieve fundraising goals.
 - Communicate and steward donors to ensure cultivation and retention.
 - Renew and acquire corporate support to build community engagement.
 - Cultivate and steward legacy giving by designing and promoting the campaign via mailings and special events.
- Work closely with the Executive Director to identify new grant prospects and assist in grant application writing.
- Manage all donation processing, acknowledgments, mailings, and the donor database, update and curate donor portfolios to find prospects and report data.
- Act as staff liaison and provide support to the Annual Gala and Development Committee Chairs, Musician Sponsorship Chair, and Board of Directors, President and Executive Director.

Event Development and Management (25%) – Plan, execute, and organize staff for events on and off site during the July performance season including campaign events, opening and closing night parties, donor receptions, private fundraisers, and special events.

- Manage vendors, acquire liquor licenses, and coordinate with businesses to ensure Festival event needs are fulfilled.
- Coordinate and manage the Annual Gala, working closely with the gala chair to ensure a successful guest list, entertainment, venue, vendors, invitations, mailings, décor, and fundraising auction.
- Plan and manage off season events that encourage community connection and participation with the Festival i.e. Folktale Concert, Young Professional Events, Private Fundraisers, and new musical experiences.

Marketing/Advertising (15%)

- Ensure all development listings are accurate and represented in the CBF Program Book.
- Develop relationships and sell advertising to businesses on the Monterey Peninsula.

Other Responsibilities (10%)

- Assist the Executive Director or Board of Directors with special projects and donor stewardship.
- Other duties as assigned by the Executive Director.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree from a four-year college or university or equivalent combination of education and experience.
- Fundraising experience.
- Experience performing administrative work in an office setting.
- Event management experience.

Preferred: basic accounting principles, extended education or certificates in fundraising or event management.

Compensation and Employee Benefits

Base salary commensurate with experience. The Festival offers other benefits to full-time employees, including paid holidays, generous paid time off, sick leave, employer-paid medical and dental insurance, Simple IRA and others. You will receive the Employee Handbook that describes all employee benefits and conditions precedent.

How to Apply: Open until filled. No phone calls, or drop-ins please. Email cover letter briefly describing your qualifications, knowledge, skills and abilities, and a resume to hr@bachfestival.org.

Employment Policy – It is the policy of the Carmel Bach Festival to provide all persons with equal employment opportunities without regard to race, religion, creed, color, national origin, gender, marital status, veteran status, sexual orientation, disability, age, genetic information, or any other factor protected by federal, state, and local laws.