



Job Posting: Development Manager

Meadowmount School of Music

Westport, NY

Dates: Full-time, year-round. This position can be remote or hybrid but there is an onsite requirement between mid-June and early-August each year.

Compensation: \$60,000 plus health and dental benefits and paid annual leave.

About Meadowmount:

One of the most unique experiences for a young musician; I would recommend this program to any student with ambitious dreams in music!

– 2024 Meadowmount Student

Founded in 1944 by legendary violin teacher Ivan Galamian, the Meadowmount School of Music is a seven-week summer program for violinists, violists, and cellists. Musicians ages 10 to 30 from around the world gather at the school's campus in the Adirondack Mountains in northern New York to immerse themselves in an environment where they can focus on personal and artistic development through intensive training with leading faculty, individual practice, chamber music, and performance opportunities. With a capacity enrollment of 180 on the 49-building, 240-acre campus, the school retains an intimacy that provides for personal attention and fosters camaraderie among students. Many students return year after year, and alumni retain strong connections and return as faculty and guest artists, ensuring the continuity of the Meadowmount teaching tradition.

Position Overview:

This full-time position supports the Executive Director with development and database administration, the annual fund campaign, grant research, writing, and reporting, and supports with preparation for Meadowmount Board meetings.

Primary Duties and Responsibilities:

Development and Database Administration:

- Maintain donor files.
- Enter donor information, research notes and contact history into the database as requested. Ensure the timely and accurate printing of donation acknowledgements. Record accurate information in the donor database ensuring that it is an up-to-date, reliable resource and tool.
- Supports the Executive Director in pulling and creating reports and mailing lists as needed.
- Reconciles all Development general ledger accounts on a monthly basis with the Bookkeeper. Supports reporting, month-end close, forecasting, and budgeting.

Founded in 1944 by Ivan Galamian

- Assists with the pre-audit and audit process annually.
- Monitors the Meadowmount website regularly to ensure fundraising and donor facing pages are accurate and up-to-date.
- Maintains accurate donor listings for the website, annual report, and concert program.
- Proactively works on donor research and database clean up to improve the accuracy of database records.
- Monitors the annual Development plan weekly and ensures that all projects and applications are on schedule.

Annual Fund Campaign:

- Supports the annual Friends of Meadowmount and Alumni *for* Meadowmount campaigns including timely mailings, e-blasts, social media posts, website updates and more.
- Supports planning, preparation and implementation of annual fund mailings.
- Prepares gift acknowledgement letters and donor recognition correspondence.
- Coordinates the delivery of benefits throughout the season.
- Ensures that all donors and supporters are correctly listed in donor listings.
- Coordinates the Annual Fund table at all concerts, ensures that it is prepared and that Service Award students staffing the table are trained on greeting audience members and soliciting concert contributions.
- Stewards a portfolio of donors and greets at concerts, remains in contact, and provides personal updates throughout the year.

Foundation and Government Support

- Maintains the calendar of granting deadlines and regularly researches government and foundation grant opportunities.
- Supports submission of grants and proposals to meet deadlines. Gathers and prepares all support materials and submits as requested.
- Supports grant writing and report writing as assigned.

Board Meetings:

- Supports the Executive Director with planning and preparation for Board and other meetings.
- Attends Board meetings and records minutes for review by the Executive Director.
- Facilitates Zoom meetings, monitoring attendance, muting participants if needed, adjusting the host, etc.

Event Coordination:

- Plans details for alumni and donor cultivation events onsite at Meadowmount and at concerts offsite during the year (eg. in New York, Chicago, Washington DC). Ensures that event planning occurs within the approved annual budget.
- Books event space, arranges catering, rentals, supplies, special requirements, and ensures appropriate décor (florals, linens, color schemes, etc.).
- Monitors timelines for design and distribution of invitations to events.

Other:

- Supports the Meadowmount team during peak periods including student arrival and departures.

Requirements:

- The ideal candidate will have a minimum of 1-3 years administrative and / or fundraising experience. Prior experience working in an office setting, using Google workspace or similar, and CRM database. Candidates with experience with annual fund campaigns, donor stewardship, database administration, and/or grant writing will be preferred. Candidates should be analytical and detail-oriented with the ability to prioritize and manage processes. This is a public facing position; candidates should be comfortable communicating in various mediums and at all levels.

How to apply...

- Please send a pdf of your professional resume with a cover letter explaining your interest in this position to meadowmount@meadowmount.org.
- The earliest deadline for applications is January 24, 2025, however this position will remain open until filled.