

<b>Job Title</b>	Director of Development
<b>PVN ID</b>	VA-1709-002093
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Harmony Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 05, 2017 (Or Until Filled)

## General Description

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### POSITION TITLE: DIRECTOR OF DEVELOPMENT

#### Organizational Background

The Harmony Program is a not-for-profit organization that provides intensive after-school music instruction to children from economically disadvantaged communities in New York City and Long Island. The Harmony Program's unique model taps the city's college- and graduate-level music students as teachers, training them to develop the talents of young people who would not ordinarily be exposed to music education.

The Harmony Program is inspired by Venezuela's national youth orchestra system, "El Sistema." Committed to improving society through music, El Sistema has gained international acclaim for the breadth of its reach, the quality of its musicians, and the power of its positive influence on the young lives it touches. In the spirit of El Sistema, the Harmony Program emphasizes the influence of music-making on social development, encourages learning through ensemble playing, fosters a supportive community for program participants and families, and requires of all involved a high degree of commitment to daily music study.

#### Jobs, Duties, Responsibilities

The full-time Director of Development will work directly for the Executive Director and collaborate with other staff as needed. He/she will be an integral member of a close team of administrative staff, including four full-time and two part-time colleagues. The Director of Development will be responsible for the planning and execution of a comprehensive fundraising program to achieve the Harmony Program's contributed income goals. The Director of Development's daily priorities will include, but not be limited to, the following:

- Work with the Harmony Program's Executive Director to create a development plan of long-term and diversified strategies for fundraising;
- Manage and implement the development plan to ensure that the organization's annual development goals are being met;
- Research and write grant applications and prepare all required interim and final reports for grants received, including for city, state and federal government grants;
- Ensure that systems and procedures are in place for donor cultivation and recognition, site visits, recording and acknowledgement of gifts, research and prospect management, and compliance with all grant requirements;
- Collaborate with administrative team on all special event details, including donations and attendance goals for annual gala, cultivation events, master classes, and performances;
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, and board members;
- Assist in the development of printed marketing materials and the preparation of the organization's annual report, incorporating program, demographic, and financial data.

## Other Duties

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## Qualifications

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Interested candidates should have the following qualifications:

- Commitment to the mission of expanding access to music education, particularly within underserved communities;
  - Minimum of 5 years of development experience, including fundraising research and strong writing and editorial skills;
  - Successful track record of securing significant gifts from individuals, foundations, and government sources;
  - Ability to prioritize short- and long-term development goals for the organization;
  - Effective time management and organizational skills, including the ability to address multiple priorities simultaneously;
  - Strong strategic and analytical skills;
  - Excellent communication skills, both written and oral;
  - Ability to work efficiently, both independently and collaboratively;
  - Polite, positive, and professional demeanor;
- **Solid computer skills, primarily Excel, Word and PowerPoint, and familiarity with Salesforce.**

