

Music@Menlo

Development Associate

MUSIC@MENLO, the San Francisco Peninsula's premier chamber music festival, brings many of the world's leading classical musicians to the Bay Area for three weeks of public concerts and hosts a major training institute for emerging and pre-professional musicians. The festival's innovative programming provides a diverse array of opportunities for audiences of all ages to connect with classical music in a welcoming and stimulating environment. Music@Menlo is a program of Menlo School, an independent, coeducational college preparatory day school located in Atherton, CA.

Music@Menlo seeks an enthusiastic, personable individual for the position of Development Associate. Reporting to the Development Director, this position will play a valuable role in Music@Menlo's development department and will work closely with departmental staff as well as with the entire administrative team. This position will provide important internal support to all areas of Music@Menlo's fundraising operation, while also being a resource and point of contact for the organization's many external stakeholders, including patrons, donors, and institutional partners.

Responsibilities:

Individual Giving

- Support Music@Menlo's individual giving activities, including assisting with annual fund appeals, event invitations, membership benefits fulfillment, communications, and networking
- Help coordinate and assist in the cultivation of prospects and stewardship of current donors
- Assist with regular research on current and prospective major donors
- Assist the Patron Engagement Manager with the festival's volunteer home host operation, which provides housing for approximately 100 festival artists, seasonal staff, and special guests annually

Patron Services

- Provide support for Music@Menlo box office and on-site ticketing activities, VIP donor ticket services, and patron communications, including telephone support, order processing, will-call staffing, etc.

Events

- Provide important support for public and private events including donor stewardship activities, post-concert receptions, home concerts, and other special events during the festival and throughout the year
- Work with development staff and Executive Director to develop an annual Events Plan that advances institutional strategy and fundraising goals while identifying opportunities to better engage donors, prospects, and other members of the community
- Coordinate event logistics with event hosts and site managers, assist with room layouts and set-up; liaise with and assist catering and event vendors, as needed

Corporate and Foundation Relations

- Help prepare various materials for the Development Director and Executive Director, including corporate and foundation proposals, solicitation materials, acknowledgement letters and reports
- Assist with research on prospective foundation and corporate funders
- Help cultivate partnerships with and generate in-kind support from local area businesses
- Keep abreast, through active, ongoing research, of trends in institutional giving, both locally and nationally

Other

- Answer telephone and greet visitors with a friendly, customer service demeanor
- Provide logistical support for quarterly meetings of the advisory board, including document and report preparation, scheduling, room set-up, hospitality, and taking minutes
- Attend and provide on-site staffing support at concerts and private events

- Help steward Music@Menlo's Chamber Music Institute Alumni Network, including website management and updating alumni profiles, and posting alumni news and calendar events
- Work with Development Director to produce Music@Menlo's quarterly e-newsletter for volunteers
- Execute fundraising principles and practices guided by the Development Director

Qualifications: The strongest candidates will demonstrate a friendly demeanor, outstanding interpersonal communication skills, and the ability to track and execute many simultaneous projects with efficiency and accuracy in a highly customer- and service-oriented environment.

Required

- Bachelor's degree or higher
- At least two years of experience in a fast-paced, service-oriented environment, preferably in fundraising for an arts or other nonprofit organization
- Excellent oral, written, and customer service skills; friendly, composed, and client-centered demeanor in person and on the phone
- Proven track record of working collegially, responsively, and effectively as part of a team
- Excellent proficiency with Apple computers and MS Office; facility and comfort with email and internet communications and research
- Sound judgment, tact, and diplomacy in responding to a variety of situations and needs, including last-minute contingency situations
- Valid California driver's license and the ability and willingness to run errands
- Energy, availability, and willingness to work evenings, odd hours, and weekends on the occasion of special events and meetings, and for the festival period of mid-July to mid-August annually

Preferred

- Knowledge of the performing arts, non-profit arts administration, and fundraising principles
- Experience working in and maintaining a CRM database such as Theatre Manager or Raiser's Edge, Salesforce, Tessitura, etc.
- Appreciation for and understanding of classical music and chamber music

Position: This is a full-time, benefited, non-exempt position. The successful candidate will be expected to work Monday through Friday as well as periodic evening and weekend hours throughout the year; and extensive evening, weekend, and odd hours in the months of July and August. Because Music@Menlo is a summer festival, extended vacation time will not be possible each year from June 1 to August 31.

Compensation: Competitive salary commensurate with qualifications and experience. Generous benefits package includes medical, vision, and dental insurance, commuter benefits, paid time off, and a 403(b) retirement plan.

To apply: Please send a cover letter, résumé, and a list of at least three references to Edward P. Sweeney, Executive Director, at jobs@musicatmenlo.org or 50 Valparaiso Avenue, Atherton, CA, 94027. Email applications strongly preferred. No phone calls, please. Review of applications will begin immediately and the position will remain open until filled.

Music@Menlo does not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, handicap, disability or age in any of its policies, procedures or practices. This nondiscriminatory policy covers admission and access to, and treatment and employment in, the festival's programs and activities. Inquiries regarding this policy may be directed to the festival office at 650-330-2030.