

Music@Menlo

CHAMBER MUSIC FESTIVAL AND INSTITUTE • DAVID FINCKEL & WU HAN, ARTISTIC DIRECTORS

Development Associate

Music@Menlo is currently seeking a Development Associate. This is a full-time, non-exempt, benefits-eligible position that reports to the Development Director.

The Development Associate will serve as the public's first point of contact with one of classical music's leading organizations. The Development Associate works closely with Music@Menlo's Development Director to execute fundraising activities, including donor stewardship, gift tracking, in-kind partnerships, and summer intern management. The successful candidate must be able to work independently and have outstanding organizational and interpersonal skills.

Responsibilities

Executing fundraising principles and practices as guided by the Development Director, including planning, research, communications, member services, and implementation of donor, audience, and volunteer cultivation and stewardship activities to include, but not limited to:

- Serving as the public's first point of contact with Music@Menlo, on the phone and in the office, in a friendly and professional manner
- Assisting with all development communications including acknowledgements, solicitations, newsletters, event invitations and RSVP tracking, and email communications
- Assisting with grant applications and reports
- Routinely communicating directly with donors as part of the stewardship plan (responses to inquiries, requests for information, etc.)
- Managing and executing all activities with volunteer home hosts who provide housing for approximately 100 festival artists, staff, and special guests annually. Includes host recruitment, communication, coordination of guest needs and requests, placement of guests with hosts, 24/7 logistical support when guests are on-site, acknowledgement, and stewardship.
- Gift processing to include tracking, reconciling, reporting, and acknowledgement of contributions with great attention to detail
- Conducting and documenting research on prospective individual, foundation, and corporate funders and reporting findings to Development Director and Executive Director
- Generating reports, mailing lists, and other data about patron activity and providing analysis in a variety of formats for all office staff as needed
- Handling ticket services alongside the Patron Services Manager including answering telephones, will call service, premium seating, ticket order processing, and ticket reports
- Maintaining, updating, and regularly auditing the festival's patron database

www.musicatmenlo.org

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- Overseeing development summer intern team and coordinating closely with other intern teams
- Maintaining patron files and archives of publications and communications
- Coordinating and producing public and private events including post-concert receptions, home concerts, and other special events during the festival season and throughout the year
- Attending and providing on-site staffing at all concerts and private events
- Coordinating logistics for board meetings, including document and report preparation, scheduling, room set-up, hospitality, and minute taking

Qualifications

The strongest candidates will demonstrate outstanding skills in interpersonal communications and in tracking many simultaneous projects efficiently and effectively in a highly customer- and service-oriented environment.

Required

- Minimum high school diploma or equivalent. Bachelor's degree or higher preferred.
- At least two years' experience in a fast-paced, service-oriented environment
- Excellent oral, written, and customer service skills. Friendly, composed, and client-centered demeanor in person and on the telephone.
- Proven track record of working responsively and effectively with people of varied backgrounds, preferences, and communication styles
- Experience working in and maintaining relationship database software. Solid experience with Microsoft Word and Excel.
- Excellent analysis skills, including the ability to analyze appropriate data and convey results through the use of supporting tables, graphs, and other visual representations
- Sound judgment, tact, patience, and diplomacy in responding to a variety of situations and needs, including last-minute contingency situations
- Valid driver's license and the ability and willingness to run errands and lift at least 40 pounds
- 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 non-profit development and communication principles.
- Appreciation and understanding of the performing arts
- Knowledge of classical music

Hours

Full-time, Monday through Friday with periodic evening and weekend hours throughout the year for special events and meetings; and extensive evening, weekend, and odd hours during annual winter residency (typically early February) and the months of July and August annually.

Because Music@Menlo is a summer festival, extended vacation time will not be possible each year from June 1 to August 15.

Compensation

Competitive salary commensurate with qualifications and experience. Generous benefits package including health care coverage (medical, dental, vision), vacation and sick leave, flexible spending account, and generous contributions to a 403(b) retirement plan.

To Apply

Send a cover letter and résumé, in a single pdf, to:
Alessandra Aquilanti, Development Director
ale@musicatmenlo.org

About Music@Menlo

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global music community.

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.