



Director of Development

Tosco Music is a 501c3 nonprofit organization whose Tosco Music Parties and music outreach programs have been building community in Charlotte, NC for more than 30 years. With a joyous love of song and an inviting spirit, Tosco Music breaks down the barriers between performers and audiences to celebrate the incredible power of music and bring people together. Tosco Music has proudly presented a diverse variety of performers, fostered a sense of community among listeners and performers, and connected professional and amateur musicians to share and inspire one another.

Born from intimate living room jam sessions, Tosco Music Parties (TMPs) have grown into popular community concerts where nationally recognized acts share the stage with undiscovered artists, and audience members are invited to sing along throughout the evening. With TMPs, family-friendly open mic nights, youth music scholarships, community-based music programs for families and older adults, and musician support initiatives, our programs have a broad impact in the Charlotte region.

With more than three decades as a successful volunteer-led organization, Tosco Music is moving forward, expanding its staff, and developing the organization for a long-term future. Tosco Music is seeking to hire a **Director of Development** who will play a leadership role in the organization.

Position Summary

The **Director of Development** will drive strategic fundraising initiatives as well as directly facilitate all donor relations processes and procedures. Reporting to the Director of Operations, the Director of Development will ensure comprehensive records are in place to implement donor recognition, stewardship, retention, and engagement of Tosco Music's donors and volunteers.

The Director of Development's primary responsibilities are to:

- increase contributed revenue from individual giving, sponsorships and grant funding by leading the creation and implementation of a comprehensive development plan
- facilitate best practices to ensure efficient development operations, donor processes and database maintenance with quality assurance controls
- manage volunteer recruitment and keep records of volunteer contributions

The Director of Development will work closely with the Executive Director and Director of Operations in setting revenue goals and is responsible for developing strategies to meet and exceed these goals. As contributed revenue goals are achieved, the Director of Development position has potential to grow in terms of responsibility and compensation.

Roles & Responsibilities

1. Increase Contributed Revenue – create and manage implementation of an annual fundraising plan for Tosco Music focusing on donor cultivation, solicitation, and stewardship. The following should be primary considerations in the annual plan:
 - a. Conduct ongoing donor research, discovery, and analysis
 - b. Engaging the leadership team and board in effective cultivation, solicitation, and stewardship activities
 - c. Manage donor benefits fulfillment, including thank you gifts, recognition and stewardship events and other donor-focused activities
 - d. Grow sponsorship and grant funding through research, relationship management and timely and effective proposals and grant applications
 - e. Create and produce timely and accurate reporting for the leadership team and board to track success of the development plan



2. Manage Development Operations – ensure efficient operation of all systems and process required for an effective fundraising program including:
 - a. Timely and accurate data entry and acknowledgement of all gifts
 - b. Monitor the accuracy and effectiveness of all data processes through regular reporting and analysis
 - c. Ensure Donor Perfect is the one system of record for all donor and patron data, import data as needed from other systems and ensure compatibility of imported data
 - d. Build and maintain an up-to-date manual outlining all data management processes
 - e. Produce analytical reports as needed to support Tosco Music’s contributed revenue goals and strategies
3. Manage Volunteer Recruitment – ensure volunteers are matched with opportunities across the organization to fill the needs of both Tosco Music and individual volunteers
 - a. Serve as the central point of contact for new, returning, and prospective volunteers coordinating with staff and contractors as needed
 - b. Maintain timely and accurate records on all Tosco Music volunteers
 - c. Manage volunteer appreciation efforts in partnership with other Tosco Music staff

Qualifications

- Bachelor’s degree and three years of experience on a nonprofit fundraising team, including donor acknowledgment, recruitment, retention, and re-engagement strategies; previous leadership experience is a plus
- Strong proficiency with Constituent Relationship Management (CRM) database applications is required, as well as proficiency with managing and maintaining accuracy for large volumes of data; direct experience with Donor Perfect is a plus
- Initiative and confidence to be hands-on and directly responsible for tasks as processes are created and improved to build the organization
- Creative problem-solving skills and ability to think critically and make informed recommendations for process improvement
- Strong organizational skills, detail-oriented and proactive
- Demonstrated ability to attend to multiple areas of responsibility, and meet target goals and objectives
- Experience with grant writing and reporting is a plus
- Experience with volunteer recruitment and engagement is a plus
- Enthusiasm to work on a team committed to equity, cultural awareness, and sensitivity
- Availability to work nights and weekends for Tosco Music events
- Computer proficiency including Microsoft Office applications (Word, Excel, PowerPoint) and cloud storage applications (Dropbox, Google Drive, etc.)

How to Apply

Please send your resume together with a cover letter to jobs@toscomusic.org.

In your cover letter please outline how your past experience aligns with the expectations for this position and why you want to be part of the Tosco Music team.

This is a full-time, exempt position offering a compensation range of \$55,000 – \$70,000 annually, depending on experience. Tosco Music is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Tosco Music encourages candidates of all groups and communities to apply for this position.