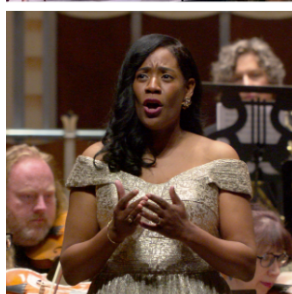


Position Opening: Senior Advancement Manager



GRAMMY-winning chamber orchestra APOLLO'S FIRE seeks a collaborative and efficient **Senior Advancement Manager** to lead our Institutional Giving (grants management, 50% of job); cultivate mid-level donor relationships (25%); and collaborate with other Development staff to manage special events and support the work of the Board (25%).

This is a full-time position (or $\frac{3}{4}$ time, with reduced responsibilities, negotiable), reporting to the Managing Director.



ORGANIZATIONAL CULTURE:

- Entrepreneurial, fast-paced organization with a **30-year track record of success**
- Highly **collaborative** staff are cross-trained and support each other at busy times
- **Internationally recognized** for artistry and bringing classical music to new audiences

WE SEEK:

- An arts professional who wants to continue learning and grow in a respected arts organization
- An **engaging communicator** who enjoys working with people
- An **empathetic and flexible team player** who balances strong initiative with a willingness to continue learning

About Us:

GRAMMY® award-winning ensemble Apollo's Fire (AF), based in Cleveland, OH, is one of the world's leading period-instrument baroque orchestras. Under the direction of Artistic Director Jeannette Sorrell, AF performs about 40 concerts per year at its home series in Northeast Ohio; about 8-10 concerts on its satellite series in Chicago; and tours internationally at such venues as Carnegie Hall, the BBC Proms (London), the Royal Theatre of Madrid, the Tanglewood, Ravinia, and Aspen festivals, the Library of Congress, the Metropolitan Museum of Art (NYC), and more. AF's extensive educational and outreach programs in Northeast Ohio include school workshops, FREE Family Concerts, and Baroque Bistro concerts in restaurants. Apollo's Fire also runs a major string program in the public schools on Chicago's south side. AF's diversity initiative, known as the MOSAIC Project, is in its 4th year and has

included specially-designed concert programs, commissioned works by Black composers, training for talented young musicians of color, and nurturing the careers of several up-and-coming artists of color.

Apollo's Fire has an annual budget of around \$3 million, a Board of 26, and a staff of approximately 5 full-time and 7 part-time employees. See www.apollosfire.org.



Apollo's Fire is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment, an equitable organization, and a diverse music community.



Responsibilities:

- **Institutional Giving (50% of role):**
 - Serve as Grants Manager – lead a collaborative grant-writing team to ensure that LOIs and applications are submitted on time and with complete and accurate information;
 - Cultivate relationships with foundation program officers; attend occasional public funder meetings; participate in AF's meetings with funders, along with the Managing Director; collaborate with the senior staff to manage compliance, ensuring that AF plans and delivers the activities that were proposed and funded; write grant reports.
- **Donor Relations & Annual Fund (25%):**
 - Cultivate relationships with a portfolio of mid-level donors, ensuring that they are engaged and feel appreciated as members of the AF family; use AF's CRM (Customer Relationship Management) software to track donor engagement; sign and personalize acknowledgement letters (produced by the Development Manager) for donors within your portfolio.
 - Participate in the overall cultivation of annual fund donors, interfacing with AF donors and patrons via phone, email, and at events; when needed, assist the Development Manager in managing solicitation mailings.
- **Special Events (20%):** along with the Development Manager, provide support for special events including the Gala, donor receptions, and smaller benefit events; help to recruit members for the Gala committee.
- **Board Relations (5%):** along with the Development Manager, act as a liaison for the Board of Directors and especially the Development Committee; provide support for quarterly board meetings and committee meetings as needed.
- **Concert Duties:** all AF staff are expected to work at approximately 75% of AF's concerts. There are roughly 28-30 subscription concerts per year, 4-5 Bistro concerts, and 7 summertime Countryside concerts.
- *Other duties as assigned from time to time*



Compensation & Terms:

Full-time or $\frac{3}{4}$ -time position, negotiable; working from home 1 day per week is fine; starting salary range is \$62,000-68,000 (if full time), depending on experience; excellent health care benefits; optional 403-B retirement savings plan (tax shelter); $\frac{1}{2}$ -day of comp time is granted for each full-length concert worked (comp time should be used within 6 weeks); 10 business days of paid vacation, in addition to the week between Christmas and New Year's when AF is closed.

Qualifications:

- **3-5 years of experience** working on the Development staff of a professional non-profit, preferably in the performing arts
- A **collaborative, team-player spirit** and empathy for one's colleagues
- Ability and willingness to function in a **cross-disciplinary staff environment**, where a small but talented staff supports each other in managing a fast-paced organization
- Strong written and verbal **communication skills**; excellent **organizational and interpersonal skills**
- A demonstrated **passion for the performing arts**
- Evidence of **strong initiative**, balanced by a willingness to respect the organization's protocols and traditions
- Proficiency with Microsoft Word, Excel, and database or CRM software
- Bachelor's Degree or equivalent work experience
- A background in classical music or music education is a strong asset, but is not required
- **Residence in Greater Cleveland** will be required; however, we are willing to consider an outstanding candidate whose primary residence will be in Chicago if they will spend 10 weeks per year in Cleveland, including concert weeks. (AF can provide complimentary accommodations with a host family, but the employee would be responsible for their own travel and ground expenses). This is an in-person position, and travel is required to concert venues. *Note: the Cleveland-based staff travel to Chicago a few times per year, with travel and hotel provided by AF.*

To apply:

Please send cover letter, resumé, and 3 references to search@apollosfire.org.