

Heifetz International Music Institute

Development Associate

Job Description

(January 2022) The Heifetz International Music Institute is a 501(c)3 non-profit organization dedicated to the artistic growth and career development of the most talented and promising young musicians in the world. The Institute is located on the campus of Mary Baldwin University in the beautiful Shenandoah Valley city of Staunton, Virginia, recently named one of "Best Small Towns in America." The Institute's primary activity is an intensive summer program for string players aged 9 - 30, and accompanying *Festival of Concerts*, which features more than sixty concerts and community events every June to August.

We are seeking a detail-oriented individual with excellent organizational and communication skills, a knowledge of database management, and the capability to work effectively both with a team and individually to support our mission. The successful candidate will develop donor relation strategies, strengthen and cultivate relationships with companies and individuals who support our organization, and implement multifaceted fundraising campaigns

Time Commitment:

- Part-time - 20-25 hours per week; can be remote but centered in Virginia's Shenandoah Valley
- Hours are flexible, but some availability will be required for normal business hours (M-F: 9:30 am - 5:00 pm EST)

Responsibilities:

- Maintain and manage donor database and records
- Ensure the successful planning, execution, evaluation and continued enhancement of all donor engagement
- Interact with recipients, donors, prospects and other constituents in person, online or by phone
- Assist in donor communications, track and analyze results, and initiate appropriate follow-up actions
- Support transition to improved fundraising software
- Input donor actions, create queries, export mailing list, run reports and rsvp tracking
- Assist in donor and supporter recognition
- Work closely with the President & CEO and the Marketing & Development Manager to developing engaging fundraising campaigns and assist with the process of communications, newsletters and other printed materials
- Maintain, manage, and improve planned and legacy giving
- Research grant opportunities for the Institute, and assist Marketing and Development Manager with applications and deadline management
- Follow developments and events within the Staunton community and greater Shenandoah Valley region
- Ensure compliance with health and safety regulations, as well as organizational policies, including the Institute's commitment to DEI initiatives
- Be a representative and ambassador of the Heifetz Institute's mission, values, and vision

Qualifications:

- Undergraduate degree preferred
- Minimum of 2 years of experience working in the nonprofit sector
- Minimum of 1 year in experience in database management
- Experience in grant writing
- Excellent oral and written communication
- Background or interest in music preferred
- Display competency in MS Office, Google Suite, and Apple devices

Salary:

- \$40 - \$50K FTE, based on number of hours and candidate's experience

To pursue this opportunity, please email Operations Director & Festival Manager Claudia Encinas at claudia@heifetzinstitute.org with the subject line "Development Associate Application" and include a cover letter and resume. *No phone calls, please!*

The Heifetz Institute is an Equal Opportunity Employer. We hire based on personal capabilities and qualifications. We do not discriminate because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability or veteran status, or any other characteristic protected by law.