

## Gay Men's Chorus of Los Angeles – Director of Development

### About GMCLA

GMCLA has continued to garner acclaim for artistic excellence while remaining deeply rooted in service to the Los Angeles community and beyond by promoting civil rights, tolerance and acceptance through music. Founded in 1979 during the emergence of the gay rights movement, GMCLA has spread its message of love and acceptance with concerts across the globe and has raised its collective voice in the struggle for equality, social justice, the AIDS crisis, the fight for marriage equality, and for all those seeking to find their own voice. GMCLA's 150 singers perform a primary series of three concert weekends at Royce Hall, one of the region's most esteemed venues. Critics have proclaimed the Chorus "inspired, expressive, innovative, and utterly moving," and hailed GMCLA for presenting "meaningful entertainment." GMCLA's research-based education programs have served over 70,000 young people throughout the Los Angeles region. During the pandemic GMCLA presented a full virtual season of concerts and special events, as well as school programs, that reached thousands of longtime and new fans from almost every corner of the globe – from Los Angeles to Ireland, Brazil, and New Zealand. In 2019 GMCLA performed at Carnegie Hall, The Hollywood Bowl (with Hugh Jackman), and in February 2020 GMCLA's performance on the Film Independent Spirit Awards was viewed more than 7 million times.

### Opportunity

Reporting to the Executive Director & Producer, the full time **Director of Development** will join the GMCLA team of Music Director & Conductor, Administrative & Grants Manager, Production Coordinator, and Marketing and Social Media Consultants. The DOD has three primary areas of focus: **individual giving; corporate and business sponsorships; and GMCLA's annual fundraiser.** The DOD will also work closely with the ED to strategize and support major gifts, foundation, and government support. The DOD ensures donors and patrons have a welcoming, engaging and lasting experience with GMCLA. The DOD supports the development activities of GMCLA leadership, volunteers, and singing members. The DOD is responsible for all donor data collection and maintenance, review of CRM and data capture policies and procedures, and internal reporting.

The ideal candidate will possess strong strategic, communication, and technical skills; the ability to build and maintain relationships; the desire to be part of the GMCLA community and represent it in many settings; and the flexibility required of a small team.

**GMCLA has an ongoing commitment to the principles and practices of diversity and inclusiveness throughout the community and strongly encourages applications from candidates who would enhance the diversity of the organization.**

#### **ESSENTIAL POSITION DUTIES INCLUDE:**

- Identify new sources of contributed income for the organization, focusing on individual donors, corporate sponsors, and private foundations
- With support from ED and volunteer leadership, reorganize GMCLA's annual giving program, including program structure, communication and cultivation strategy, and benefit levels and engagement opportunities
- Work with the ED to develop and execute major donor cultivation strategies
- Maintain regular communication with individual donors
- Maintain a relationship with GMCLA's subscriber base as needed to cultivate them into the donor program

- Assist the ED in creating institutional branding and messaging, and institutional marketing to be delivered to the community at large
- Manage and work directly with PatronManager, GMCLA's CRM, utilizing it to the fullest potential
- Develop and maintain appropriate procedures for processing donations
- Plan and execute Donor Events during all performances and throughout the year
- Engage with GMCLA singing members
- Support GCMLA Development Committee
- Manage, train, and lead volunteers to assist in carrying out their duties at GMCLA concerts and events
- Develop relationships with community groups with potential to support GMCLA and attend events as necessary

**QUALIFICATIONS:**

- A minimum of three years in a development role with a non-profit organization running a comprehensive donor program -- planning, executing, managing data and reporting.
- Demonstrated success meeting or exceeding fundraising goals
- Demonstrated superior writing and verbal communication skills
- Demonstrated ability to balance multiple projects, meet deadlines, and communicate effectively in a frequently flexible and quick-moving environment
- Knowledge of and/or passion for GMCLA and its mission, and a sincere interest in the people who support GMCLA and the willingness to spend time with them
- Proficiency with Google Docs and Microsoft Office, CRM platforms (knowledge of PatronManager/Salesforce a plus) with an understanding of processes/best practices for donor tracking and support
- Experience in special event planning and corporate sponsor acquisition for events
- The ability to plan and execute as part of a small team
- Demonstrated self-sufficiency and the ability to handle broader and more specific projects in the same time frame

**IMPORTANT:**

- Ability to work nights and weekends and travel throughout the LA region
- Must have access to and drive a car (travel within LA is not reimbursed)
- Must be fully vaccinated for COVID-19
- Currently GMCLA staff works primarily from home but that will shift to part home and part GMCLA office, with the possibility of full-time office in the Los Angeles area in the coming year

**Compensation**

GMCLA offers a competitive compensation and benefits package with salary based on experience.

**To apply:**

**Please submit a cover letter and resume to [mailroom@gmcla.org](mailto:mailroom@gmcla.org) by MARCH 4, 2022**