**Position Description - Development Director**

**About 317 Main Community Music Center**

*Our Mission: To encourage creative expression, personal growth, and community connection through music.* 317 Main brings the power of music to people of all ages and abilities from across southern and mid-coast Maine. The organization, founded in 2004, has grown every year and now serving more than 800 people/week through our on-site and community partnership programs. Now in the final stages of our $6.5MM capital campaign to build a 10,000 square foot expansion to our Yarmouth location, 317 Main is poised for continued significant growth and new programming opportunities with a continued focus on accessible music education.

**Position Summary**

317 Main is looking for an experienced, entrepreneurial, enthusiastic relationship builder to lead the development team, expand and deepen our community connections, and help the organization to reach its new potential to be a destination in New England for music education and enrichment.

The Development Director will work closely with the Executive Director, Board of Directors, and Development Committee to create the strategy for 317 Main’s development function, leading an effective development team to achieve the organization’s fundraising initiatives.

317 Main has an annual operating budget of approximately $1.6MM, of which 35% is comprised of contributed revenue received from major donors, grants, event proceeds, corporate donations, and other revenue sources. With our new spaces, and the new opportunities for growth, we anticipate an annual budget of $2MM within the next few years.

**Position Description**

The Development Director will report to the Executive Director, serve on the 317 Main Operations Team, lead the Development Committee, and manage the development team (part-time Grant Writer and part-time Development Manager). The responsibilities for the Development Director are as follows:

**Major Donor Pipeline Management**

* Lead major donor pipeline development and solicitation strategy, managing a portfolio of ~25 prospects. Oversee pipeline strategy including prospect identification, cultivation and relationship-building, solicitation, and stewardship of major donors in conjunction with the Executive Director, Board of Directors, and Development Committee.
* Manage major donor cultivation and solicitation alongside the Executive Director, Campaign Committee, and Board to complete the final stages of the remaining capital campaign.
* Lead Board prospect activities related to major donor identification, cultivation and solicitation.
* Develop stewardship plans for long time supporters.
* Support the 317 Main Grant Writer and Executive Director to guide the pursuit of foundation grant funding through identification and cultivation of appropriate prospects and preparation and submission of proposals and reports.

**Annual Fund, Events & Volunteer Management**

* Lead 317 Main’s Annual Fund appeal activities with support from the staff and Development Committee and oversee the gift recognition and recording activities associated with the Annual Fund appeals.
* Lead the effort, with support from the staff and Event Committee, to plan, coordinate, and manage the fundraising components of major events (e.g., 317 House Party, HenryFest, and other fundraising events).
* Lead, coordinate, and work with the Executive Director and Development Committee on other prospective fundraising activities to achieve the annual Development goal.

**Oversight of Development Office Functions**

* Develop, employ, and oversee office systems necessary to support and record all development projects, including donor and gift record keeping, and donor prospect research;
* Prepare monthly development reports for the Board of Directors;
* In collaboration with the Development Committee chair, coordinate monthly meetings and maintain minutes;
* Provide development leadership and insight to guide organizational long-range planning;
* Prepare the annual development budget in conjunction with the Operations Team;;
* Represent 317 Main at community events;
* Collaborate with staff to ensure that publications, website, and social media include donor-focused content.

**Qualifications:**

* Minimum of three to five years of experience working in development with an emphasis on major donor solicitation (closing major gifts in the five to six figure range), planned giving, and demonstrated relationship-building activities.
* Highly developed interpersonal and rapport building skills.
* Sensitivity to donor confidentiality.
* Ability to manage and self-direct, and be part of a team in a dynamic work environment.
* Attention to detail and ability to multi-task in a fast-paced work environment.
* Affinity for technology and desire/ability to use/learn specialized software (familiarity with donor databases a plus).
* Familiarity with the arts and Maine’s philanthropic sector a plus.
* Passion for the power of music to build community.
* Must successfully complete a background check.

**Schedule**

The 317 Main Development Director is a full-time position (40 hours per week) with flexible hours. Though some work from home from a home office are acceptable, the Development Director will be expected to spend the majority of their time interacting with the community at 317 Main and/or engaging donors. Attendance at occasional evening and weekend events is expected.

**Salary and Benefits**

The salary range is $70,000 to $80,000 annually plus benefits, including participation in 317 Main’s Insurance Plan, Retirement Program (after 1 year of employment); and discounted lesson tuition for you and your family.

**Diversity, Equity and Inclusion**

*317 Main is committed to providing equal access and equal employment opportunities in all terms, conditions, processes, and benefits of employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age disability, genetic information, or veteran status. 317 Main’s employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. We are committed to creating a diverse, equitable, and inclusive workplace. We encourage people of diverse identities to apply.*

**To Apply**  
Please email your current resume with a cover letter to [apply@317main.org](mailto:apply@317main.org), ATTN: Director of Development. It will be helpful if your cover letter indicates how your professional interests and qualifications are a good match with the position and 317 Main’s mission to: encourage creative expression, personal growth, and community connection through music.