



DIRECTOR OF DEVELOPMENT (REMOTE, PART-TIME POSITION)

Job Summary

The Director of Development solicits financial contributions from the business community to support WYO's educational and community outreach programs. Predominantly remote work with very flexible hours, on average 10 hrs./week, not to exceed 520 hours in a calendar year. Must meet deadlines as needed. Possibility of incentive bonus for exceeding fundraising targets. Reports to Development Committee and Artistic Executive Director.

SPECIFIC DUTIES

- Solicit program ads, concert & season sponsorships from local and regional businesses.
- Obtain corporate and business endorsements to support WYO's educational programs. Such as in kind donations for concert receptions, raffle and auction items.
- Obtain corporate based grant programs to support WYO's mission & programming.
- Ensure all business ads and sponsorships are properly listed in concert program book.
- Send business donation and sponsorship acknowledgement letters and invitations to donor events.

SHARED DUTIES

- Tracking business donations in donor software (Patron Manager), and reconciling with Development Committee, Artistic Executive Director & Bookkeeper.

Other Responsibilities/Attributes

- Access to e-mail and telephone on a regular basis, ability to respond in a timely fashion to all inquiries.
- Knowledge of Google Docs/Drive highly desirable.
- Attend meetings with Development Committee when needed (currently via Zoom).
- Ability to work as a member of a team.
- Proven self-starter with desire to take initiative and superior organizational skills.

Preferred Qualifications

- Bachelors and/or Associates Degree required, preferably in Business, Accounting or Arts Administration, other areas considered with relevant work experience and references.
- Non-profit experience with fundraising and development strongly preferred.
- Must have the ability to work independently and meet deadlines.
- Connections in the Greater Worcester and Central Massachusetts business community, including chambers of commerce, local newspapers and business associations and clubs.
- Desire to promote youth education and empowerment, and enrich the cultural life of central Massachusetts.

Compensation

\$23.50 - \$25/hour depending on experience. Employment is contingent upon successful completion of a CORI check, including a check of your employment references.