Manhattan School of Music Position Description

Title: Director of Advancement  
Department: Office of Advancement  
Reports To: Vice President for Advancement  
Supervises: Alumni Relations Officer, Manager of Donor Relations, Manager of Advancement Data Services  
Internal Contacts: Advancement Office, Media and Communications Office, President’s Office, President’s Council member  
External Contacts: Donors and Prospects  
Start Date: Available Immediately

Domains:
Reporting to the Vice President (VP) for Advancement, the Director of Advancement is a new position in the Office of Advancement, joining a team of seven. Working in close collaboration with the VP, the Director of Advancement will design and execute on a comprehensive, multi-year development strategy for Manhattan School of Music, which will celebrate its centennial in 2018-19.

- In collaboration with the VP, design and execute a comprehensive, multi-year fundraising plan to achieve Manhattan School of Music’s 5-year strategic plan goals, including a successful comprehensive campaign.
- Identify funding needs, targets, and approaches. Oversee ongoing and new fundraising efforts for annual, endowment, and capital gifts.
- Manage day-to-day operations of the Advancement team and three direct reports: Alumni Relations Officer, Manager of Donor Relations, and Manager of Advancement Data Services. Train and mentor Advancement direct reports.
- Manage and serve as the primary liaison to the International Advisory Board and new patron councils in formation.
- Work closely with the Director of Donor Engagement to identify, cultivate and engage prospective donors in cultivation and stewardship events onsite and offsite. Help manage fundraising events, including the annual Gala.
- Assist in developing and managing a comprehensive system for researching, cross-referencing, tracking, and qualifying local, national, and international donor prospects for the College and Precollege; and prospect research with external research services as needed.
- Assist in implementing and managing a portfolio donor management system across the team. Develop and personally manage a portfolio of qualified prospects. Successfully cultivate, solicit, engage, and steward donors to build and sustain a robust donor base.
- Provide prospect research, talking points, and proposals for major gift meetings and moves management tracking of major gift prospects. Oversee moves management system with the Manager of Advancement Data Services.
• Work closely with the Alumni Relations Officer to develop a comprehensive alumni engagement strategy, including parents’ engagement nationally and internationally, in the College and Precollege.
• Conduct exemplary stewardship of MSM donors and supporters and participate in donor-related events as needed.

Job Requirements:
• Master’s degree highly preferred. Bachelor’s degree required.
• 5+ years’ experience and proven success as a frontline fundraiser in a cultural or educational institution, developing and managing a robust portfolio of prospects and donors.
• Experience with comprehensive/capital campaigns and building a donor base highly desirable.
• Experience in planning, leading, and managing development initiatives, including coordinating with peers to achieve goals, and tracking and reporting on progress to senior managers. Ability to manage multiple projects and meet deadlines and goals.
• Entrepreneurial spirit and exceptional personal initiative; actively seeks to deepen current donor relationships and to forge new ones.
• Superior interpersonal, communication, collaboration, and relationship building skills. Skilled at establishing and cultivating strong relationships externally with donors and prospects, as well as with peers, across different levels of the institution.
• Passion for music and commitment to the mission of Manhattan School of Music is essential.
• Proficient in Raiser’s Edge required. Experience with Donor Search, Wealth Engine, or other prospect research tools desirable.
• Flexibility to work evenings and weekends as needed.
• A professional and ethical work behavior appropriate to an educational work environment.
• An enthusiastic and creative approach to work with a strong commitment to excellence in education and the School’s goals.

Contact Information:
Send cover letter, résumé and salary history to: Andrea T. Sanseverino Galan, Vice President for Advancement at agalan@msmnyc.edu or by mail to Manhattan School of Music, 120 Claremont Avenue, New York, NY 10027. No phone calls please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, or any other characteristic protected by law.