



# Job Available

Job Title: **Development Manager**

Organization: **Columbus Gay Men's Chorus (CGMC)**

Status: **Part-time (approx. 20 hours per week, potential for additional)**

Reports to: **Managing Artistic Director**

Location: **Hybrid**

To apply: **Please send a resume to [HR@CGMC.com](mailto:HR@CGMC.com)**

## Position Summary

The Development Manager is responsible for planning, executing, and overseeing all fundraising activities for the chorus. This position leads donor cultivation, grant writing and administration, corporate sponsorship efforts, and annual giving campaigns. The ideal candidate is a strong communicator who thrives on building relationships, telling compelling stories, and advocating on behalf of the organization. This part-time role is essential to sustaining and expanding the chorus's artistic and community programs.

## Key Responsibilities

### Fundraising Leadership

- Lead all fundraising initiatives, including individual giving, annual campaigns, major gifts, corporate sponsorships, and special fundraising events.
- Develop and implement a comprehensive annual development plan aligned with organizational goals.
- Manage donor database and stewardship to ensure accurate, timely acknowledgment of all contributions resulting in repeat donations.
- Build and maintain strong relationships with individual donors, community partners, corporate sponsors, and philanthropic institutions.
- Develop and execute stewardship strategies that deepen donor engagement and satisfaction.
- Coordinate donor communications, impact reports, and recognition.

### Grant Writing & Administration

- Research, write, and submit grant proposals to foundations, corporations, government agencies, and other funding sources.
- Manage the full grant lifecycle, including deadlines, budgets, deliverables, and renewal opportunities.
- Ensure timely and accurate reporting for all awarded grants.



## Public Representation & Outreach

- In partnership with the Managing Artistic Director and the CGMC Board, serve as an additional spokesperson for the organization at events, concerts, meetings, and public functions, projecting professionalism, enthusiasm, and mission-centered messaging.
- Support community outreach initiatives to grow the chorus's visibility, partnerships, and audience engagement.

## Qualifications

- Experience in nonprofit development, fundraising, and grant writing.
- Familiarity and facility in interacting with a variety of communities, including underrepresented ones.
- Strong written and verbal communication skills.
- Ability to cultivate and maintain professional relationships.
- Organized, detail-oriented, and capable of managing multiple priorities.
- Comfortable representing the organization publicly.
- Passion for the performing arts and community-engaged work is a strong plus.
- Flexible scheduling with occasional evening or weekend events.

## Application Instructions

To apply, please submit your resume to [HR@CGMC.com](mailto:HR@CGMC.com):

**Note:** CGMC supports equal opportunity. We do not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of our activities or operations.

