

## **ASSISTANT DIRECTOR OF PHILANTHROPY DUTIES AND RESPONSIBILITIES**

### **Position Details**

This position consists of remote work from September through May, with the requirement for on-site work from June through August. Occasional events on weekends and evenings may be required, with travel and lodging provided by organization when applicable.

### **About Luzerne Music Center**

Luzerne Music Center (LMC) is a non-profit organization that aims to provide world-class music instruction for gifted young musicians in a summer camp environment regardless of their financial circumstances. Luzerne Music Center values courage and resilience, empathy and compassion. We value teamwork and we value kindness. We value diversity. We believe in supporting and uplifting others.

Each summer at LMC, students intently study music and engage in recreation activities on our campus, located at the foothills of New York's Adirondack Park. In addition to our summer camp, we also curate a concert series on our campus, including 10-12 ticketed events and nearly 15 free student performances each summer. With this, we aim to build support and engagement with audiences local to the area.

### **Position Description and Duties**

With the support of the Camp & Festival Director, the Assistant Director of Philanthropy is responsible for organizing, implementing and managing fundraising and external communications activities. This involves grant applications, press releases, funding requests and donor engagement, and actively seeking to broaden and strengthen overall engagement with the organization. While working as part of the LMC team, our overarching focus is to deliver the best experience for all of our students, families and patrons.

### **Fundraising and Stewardship**

- Complete grant applications and follow-up reports
- Identify, prepare and submit inquiries and proposals for corporate and foundation support in partnership with CFD
- Assist in maintaining engagement initiatives with existing donors and patrons
- Create pledge forms, gift acknowledgement for various giving levels and tax acknowledgement letters
- Maintain an overview of the annual donations calendar and work with the CFD to complete tasks, including annual appeals
- Manage online donation giving platforms and CRM software, keeping all patron information and profiles up to date
- Assist with our annual 5K and gala, including budgeting, marketing, registration and event execution (in partnership with event committees)
- Assist the CEO and CFD with outreach and fundraising performances as needed

## **Communication**

- Strategize and complete press releases with media outlets
- Develop compelling marketing materials including digital newsletters, event invitations and brochures
- Oversee the creation of our annual program booklet, including advertisement solicitation
- Facilitate all general communication with the camp through voicemail and email management

## **Desired Qualifications**

- 2+ years of successful, related experience in development/communications
- Superior written skills, including formal proposals and compelling storytelling
- Experience strategizing and completing grant applications and press releases
- Mission-driven and passionate about arts education for youth
- Attention to detail and recall
- Willingness to be flexible, assist where needed and work in a collaborative environment
- Demonstrated commitment to diversity, equity and inclusion
- Proficiency with web-based systems, email and Microsoft Office

## **Compensation**

\$55,000/year plus benefits

Benefits include health, vision and dental insurance plans, and paid vacation, personal and sick time

## **Application Materials**

To apply, we require you to submit the following materials to Camp and Festival Director Emily Dobmeier at [edobmeier@luzernemusic.org](mailto:edobmeier@luzernemusic.org):

- A current CV
- A sample gift appeal for new donors, considering how would you attract new donors to Luzerne Music Center
- Contact information for three references

Applications will be reviewed only after all materials have been received. At that point, we will contact you to let you know if we would like to schedule an interview. If you have any questions in the meantime, please feel free to reach out to us.

## **Equal Opportunity for All**

Luzerne Music Center celebrates diversity in all forms and is committed to creating an inclusive and equitable environment in all aspects of employment. As an equal opportunity employer, LMC does not discriminate on the basis of race, creed, color, national origin, sexual orientation, gender identity or expression, sex, ability, military status, marital status, age or any other groups or persons protected by federal, state, or local law. To read our full commitment to Diversity, Equity, and Inclusion, please visit [luzernemusic.org/dei](http://luzernemusic.org/dei).