Officer of Philanthropy and Development
Luzerne Music Center | Lake Luzerne, NY

Luzerne Music Center (LMC) is seeking an organized, creative, and relationship-oriented **Officer of Philanthropy and Development** to join our year-round team. This position plays a key role in fundraising, communications, events, and community engagement and works closely with the CEO, Vice President of Operations & Artistic Planning, board members, volunteers, and staff.

The ideal candidate is an excellent communicator and project manager who enjoys working in a small nonprofit environment where collaboration, initiative, and flexibility are essential. This position offers the opportunity to make a meaningful impact on an organization dedicated to exceptional musical education and performance opportunities for young musicians.

Luzerne Music Center is an organization dedicated to exceptional musical education and performance opportunities for young musicians regardless of their financial circumstances.

About the Role
This is a hands-on position within a small, collaborative nonprofit organization, with opportunities to contribute across fundraising, communications, events, and organizational development. The position requires flexibility and additional evening and weekend availability during the summer season, as well as a willingness to serve as a visible representative of LMC at concerts, fundraising events, community gatherings, and other organizational functions.

Key Responsibilities
Fundraising & Development

- Prepare and submit grant applications, proposals, and follow-up reports, including identifying new corporate and foundation funding opportunities.
- Cultivate relationships with current and prospective donors, foundations, corporations, and community supporters.
- Assist with capital campaign fundraising including creation of materials for donor packets.
- Prepare pledge forms, gift acknowledgements, tax letters, and other donor communications.
- Maintain the annual fundraising calendar and coordinate annual appeals and other development initiatives with the VP of Operations & Artistic Planning.
- Manage online giving platforms and the organization's CRM, ensuring accurate and up-to-date donor records.
- Represent LMC at donor, community, and organizational events and deliver presentations or remarks as needed.

Events & Community Engagement

- Assist with planning and execution of 3–5 small donor and community events throughout the year.



- Oversee the annual gala, including budgeting, marketing, registration, rentals, vendor coordination, and event execution.
- Assist the CEO and VP of Operations & Artistic Planning with outreach events, fundraising performances, and special initiatives.
- Coordinate off-site faculty concerts and other fundraising performances during the summer.
- Coordinate volunteer programs, including organized volunteer days and volunteer support for the summer concert series and larger events.
- Assist with alumni engagement and programming.
- Lead night-of logistics for guest artist concerts and assist with logistics for other concert series performances.
- Serve as an LMC representative at public events and confidently address audiences, donors, volunteers, and community members.

Marketing & Communications

- Supervise and support the Marketing & Communications Associate, providing direction and project oversight.
- Oversee press releases and media outreach, email newsletters, and general organizational communications.
- Oversee the development of print and digital marketing materials and solicit and coordinate program and event advertisements.
- Coordinate LMC's annual year-end report for the board, donors, and stakeholders.
- Oversee the annual program booklet, including advertisement solicitation and coordination.
- Assist the CEO and Board Chair with talking points/speeches for public events.

Administration & Organizational Support

- Assist with financial reporting and provide information to the organization's bookkeepers as needed.
- Participate in organizational planning, program development, and long-term visioning.
- Support the CEO and VP of Operations & Artistic Planning on special projects and initiatives.
- Perform other administrative duties as assigned.

Qualifications

- Bachelor's degree and/or relevant experience in nonprofit development, fundraising, communications, marketing, arts administration, or a related field.
- 3+ years of relevant professional experience preferred.
- Experience with fundraising, grant writing, donor relations, event planning, and/or nonprofit communications.
- Excellent written and verbal communication skills, with confidence speaking in front of groups and representing an organization publicly.
- Strong organizational and project management skills with exceptional attention to detail.
- Experience with donor databases/CRMs, online giving platforms, and email marketing systems.

- Strong interpersonal skills and the ability to build positive relationships with donors, volunteers, colleagues, and community partners.
- Experience supervising or coordinating staff preferred.
- Ability to work occasional evenings and weekends, particularly during LMC's summer concert and camp season.
- Genuine interest in music education, the arts, and LMC's mission preferred.

Compensation
Salary: $58,000 – $67,000

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 the Vice President of Operations, Emily Brown at ebrown@luzernemusic.org:
- A current resume
- Cover letter
- 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. Applications will close November 1, 2026.

Equal Opportunity for All
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 Equal Opportunity, please visit Belonging at LMC at luzernemusic.org/belonging.