



The Perlman Music Program

Director of Development

New York, NY



About The Perlman Music Program

Founded by Toby Perlman in 1994, The Perlman Music Program (PMP) offers unparalleled musical training to young string players of rare and special talent. With a world-class faculty led by Itzhak Perlman, PMP is developing the future leaders of classical music within a nurturing and supportive community.

PMP provides a vibrant year-round curriculum of programs and performance opportunities for exceptional string players aged 12 and up, focused on community building, musical excellence and each child's individual needs. Two signature summer residency programs – the Summer Music School and the Chamber Music Workshop – are hosted on PMP's historic waterfront campus on Shelter Island, NY. A fall chamber music retreat, a winter residency in Sarasota, FL, and a biennial spring travel program in Tel Aviv are also offered to the student community, along with regular moments of mentorship and connection throughout the year. Concerts are regularly hosted in private and public venues in New York City and the East End of Long Island. The administrative team is primarily based in the NY/Metro area, with a permanent office in New York City. More information can be found about the Perlman Music Program at <https://www.perlmanmusicprogram.org/>

About the Position

Reporting to and working closely with the Executive Director (ED), the Director of Development serves as a key leadership team member and an active participant in making strategic decisions affecting The Perlman Music Program. In partnership with the ED, the President and Founder, the Chairman of the Board, and a close-knit and engaged board of directors, the Director of Development is responsible for all fundraising and development activities as well as marketing and publicity. The successful candidate will help forge new relationships to build PMP's visibility, impact, and financial resources. The Director of Development will also design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

Leading a team of 3 full time and 1 part time professionals, the Director of Development will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$3.5M budget through the solicitation of individual giving, special events, and corporate and foundation support, and will also lead the organizational in a multifaceted capital campaign.

The Director of Development will expand and diversify The Perlman Music Program's donor base/pipeline and work with other team members to secure funding for new initiatives. The Director of Development will work closely with the board of directors and support board members as they take on a more active fundraising role.



It is expected that the amount raised by The Perlman Music Program will increase in future years as the Director of Development systematically and effectively strengthens and diversifies the organization's overall fundraising capacity and works to ensure sustainability of The Perlman Music Program in the years to come.

Responsibilities

Fundraising Strategy & Operations

- Guide and partner with the Executive Director and Board of Directors on all major fundraising initiatives.
- Work with the Executive Director and Board to develop and implement a comprehensive long term development strategy, diversifying current revenue sources, including planned giving, annual campaign fund, supplemental giving, corporate giving, capital campaign, foundation support and events, ensuring long term sustainability of the organization.
- Evaluate the organization's strategies for fundraising and set new goals each year, using a data-driven approach to create a donor-centered and segmented fundraising approach that meets PMP's mission and organizational objectives.
- Provide administrative oversight for a \$25 million capital campaign, in collaboration with the Executive Director, Board of Directors, and Campaign Consultant.
- Own primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship management approach.
- In conjunction with the Development team at PMP, oversee the execution of three annual fundraising events: Annual Summer Gala (Shelter Island), Charity Wine Auction & Dinner (NYC), and Spring Event (Palm Beach, Florida).
- With the Executive Director and Fiscal Manager, prepare annual fundraising budget, reconcile department revenue and expenses, and prepare materials for auditors.
- Identify, engage, and cultivate new donors and steward existing donors, providing a personalized and exceptional experience that connects supporters to the mission of PMP.
- Manage a portfolio of major gift prospects and supervise portfolio management across the team.

Capital Campaign

- Provide administrative oversight for a \$25 million capital campaign, in collaboration with the Campaign Consultant and the Executive Director.
- Oversee timeline, pipeline, and fundraising strategy, serve as liaison to the campaign steering committee and work with the Executive Director, Founders and Board to reach the campaign goal.

- With the Executive Director and Fiscal Manager, prepare capital campaign budget, and ensure efficient and accurate tracking of endowment and campaign funds.

Management & Leadership

- Serve as a strategy partner to the Founder and President, Executive Director and Board of Directors.
- Supervise, support, and empower the development team of three full time and one part time staff.
- Recruit, train, develop, and inspire staff, creating an effective and integrated development team, as well as volunteers, Board and others, on the strategies necessary to be successful in fundraising.
- Oversee timely and accurate gift acknowledgements, pledge reminders, database maintenance and reporting.
- Engage and work in partnership with Board of Directors in collaboration with the Executive Director, reporting at quarterly board meetings on progress towards goals; serve as a liaison to certain board committees.

Marketing & Publicity

- Develop strategies and oversee marketing and advertising in connection with specific events and PMP's programs and residencies, including social media, eblasts, newsletters and print materials.

Qualifications

- Experience in a leadership or manager role in major donor fundraising (managing and forging relationships with multiple donor sources); strong preference for experience with capital campaigns
- Ability to construct, articulate, and implement annual strategic development plan
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and stakeholders and build long-term relationships
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives and doesn't mind getting in the weeds when needed
- Strong organizational and time management skills with exceptional attention to detail; able to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations

- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- A passionate and optimistic individual who inspires team members to find opportunities to make improvements and strive for excellence in execution of their plans
- An authentic passion for PMP's mission, an entrepreneurial spirit, and a demonstrated success as an engaging and relational fundraiser

Working some evenings and weekends will be occasionally required. Travel to Shelter Island campus will be a regular seasonal requirement between Memorial Day and Labor Day; estimate 5-8 trips. Additional travel will be required occasionally throughout the year.

The development team is currently working primarily remotely, with weekly administration in the NYC office and occasional public events in NYC, Shelter Island and Palm Beach. The candidate should expect future flexible scheduling for in person meetings and other work as required in the NYC office.

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in a mission-driven and highly respected organization. We are seeking an individual of outstanding quality with a respected track record. Perlman Music Program is prepared to offer a very attractive compensation package, including a salary range of \$160,000 - \$180,000 as well as health, 403(b), and vacation benefits.

This position description is based upon material provided by Perlman Music Program, an equal opportunity employer.

To apply to this position, please click [HERE](#).

Dara Klarfeld, CEO

Jessica Black, Talent Consultant