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Michael Stern, Music Director  
Thomas Herbig, Chairman  
Russell Jones, President and CEO

**Position Title: Development Administrator**

Reports To: President and CEO

**Location:** Stamford, CT. Office based with flexibility for virtual working.

**Type:** Regular full-time, exempt position with required evenings and weekend hours

**Reports to:** President and CEO.

**Salary/Benefits:** In the range, \$55,000-\$60,000, plus a 2% contribution to a retirement account.

**Paid Time Off:** The Orchestra offers four weeks of paid vacation in addition to which the office is closed between Christmas and New Year and on Fridays from July 4 to Labor Day. The orchestra recognizes all federal holidays as well. The organization is mindful of ensuring a good work/life balance with great flexibility for personal issues and time off as required.

*For an informal conversation about the post, please contact Russell Jones, President and CEO at [rjones@orchestralumos.org](mailto:rjones@orchestralumos.org).*

**Submit your resume *and cover letter* to Orchestra Lumos, President and CEO, Russell Jones at [rjones@orchestralumos.org](mailto:rjones@orchestralumos.org)**

**Job Summary:**

The Development Administrator will assist the CEO in the Orchestra's fundraising initiatives to support its artistic and educational programs. The Development Administrator will administer donor relations and grant applications, working with the Grants Manager, sponsorships, and special events. This role requires a proactive, organized, and strategic thinker with a passion for the arts and experience in non-profit fundraising administration.

**Key Responsibilities:**

**Fundraising Strategy and Planning:**

- Implement comprehensive fundraising plans to achieve annual and long-term financial goals.
- Identify individual, corporate, and foundation donors.
- Create and manage a calendar of fundraising activities, ensuring alignment with the Orchestra's strategic objectives.
- Support the CEO and Music Director's solicitation activities.
- Working with the Grants Manager to research and identify grant opportunities, manage grant reporting, and maintain accurate records of grand activity.

#### Donor Relations and Stewardship:

- Build and maintain strong relationships with current and prospective donors.
- Ensure donor acknowledgments are processed and sent.
- Develop and execute donor recognition and stewardship programs to ensure ongoing engagement and support.
- Prepare and deliver compelling proposals, presentations, and reports for donors and sponsors.

#### Corporate Sponsorships:

- Identify and pursue corporate sponsorship opportunities to support orchestra events and programs.
- Develop tailored sponsorship packages.
- Maintain relationships with corporate sponsors, ensuring fulfillment of sponsorship benefits.

#### Special Events:

- With the CEO and board members, plan and execute fundraising events, including galas, benefit concerts, and donor appreciation events.
- Coordinate event logistics, including venue selection, invitations, marketing, and volunteer management.
- Evaluate event success and identify opportunities for improvement.

#### Database Management:

- Maintain accurate and up-to-date donor records in the organization's CRM system.
- Track and analyze fundraising data to inform strategies and report on progress.
- Ensure donor confidentiality and data security in compliance with organizational policies.

#### Collaboration and Communication:

- Work closely with the CEO, Board of Directors, and other key stakeholders to advance the orchestra's fundraising efforts.
- Collaborate with the marketing team to develop and implement effective fundraising communications.
- Provide regular updates to the CEO and Board on fundraising progress and challenges.

#### Administrative Support:

- Assist with administrative tasks related to development, including scheduling meetings, preparing materials, and handling correspondence.
- Support the CEO with development-related activities and initiatives as needed.

#### Qualifications:

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or a related field.
- Minimum of 3-5 years of experience in non-profit fundraising, preferably within the arts sector.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in fundraising software e.g., Raiser's Edge, Salesforce, or similar. Orchestra Lumos uses Spectrix.

- Ability to work independently and as part of a team.
- Passion for the arts and commitment to the mission of the orchestra.

### **About Orchestra Lumos**

Formerly Stamford Symphony, Orchestra Lumos was the outcome of a re-imagining and rebranding exercise to reflect a new vision for the Orchestra through which it seeks to engage with everyone in the Fairfield County community, with a particular emphasis on new and diverse audiences.

The organization has established a successful suite of programs that it delivers with education partners, which runs smoothly. The new priority of this post is to develop community engagement opportunities with the widest range of partners to ensure we are relevant and accessible to more of the community. We also seek to expand delivery to more of the county and deliver a more equitable share of presentations in more towns while still recognizing the importance of Stamford. We would expect the post holder to build relationships with libraries, museums, nature centers, retirement communities, hospitals, breweries, malls, community centers, places of worship, young professional organizations, chambers of commerce, rotary clubs, Men's and Women's Clubs, and others.

The Orchestra provides:

High quality classical concerts under Music Director Michael Stern at The Palace Theatre in Stamford, CT, with Yo-Yo Ma, Anwen Deng and Gabriel Kahane.

- Ten *Small Space* (chamber music) presentations offered in churches, libraries, and nature centers from Greenwich to Bridgeport
- A comprehensive community engagement and education program delivered with public school districts, after school music organizations and other community partners
- A pops season including an annual movie with the Orchestra playing the soundtrack live

The 2024/25 season can be viewed at <https://orchestralumos.org/new-season-2024-2025/>