

Development Manager

Ethos, Inc.

Ethos is a vibrant nonprofit dedicated to making music accessible for kids, regardless of their socioeconomic status or geographic location. Founded in 1998, Ethos is the largest community music school in Oregon with 2,800 students enrolled last year and an additional 5,000 students benefiting from workshops, presentations and artist-in-residence programs. Ethos' offerings reach both inner city and rural youth, empowering communities with high quality music education. For more information about Ethos, please visit: www.ethos.org.

Ethos seeks a proactive development professional (early career with 3-5 years of experience or those seeking an encore career) to mobilize and expand Ethos' donor base. Ethos' FY16 budget is \$1.4 million with 65% from contributed sources.

Ethos, Inc. is an equal opportunity employer dedicated to the advancement of equity within our organization and programs. We encourage applicants from diverse and underrepresented communities and backgrounds to apply, including those with disabilities and veteran status.

Essential Functions:

Ethos' Development Manager will take a comprehensive approach to raising contributed revenue for Ethos' statewide programming.

Essential Responsibilities:

- In tandem with Ethos' Executive Director and Board of Directors, develop and initiate an annual development calendar.
- Initiate contact with current and prospective funders on the telephone, in-person, and through written correspondence.
- Draft foundation grant proposals for submission.
- Maintain a development database and ensure timely acknowledgement of all contributions.
- Assist with development efforts including special events, individual donor stewardship, and organization-wide communications efforts.
- Other duties as assigned.

Required Qualifications:

- A Bachelors degree in the liberal arts or a related field.
- Proven track record raising funds from individuals, foundation and government sources.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and private foundation fundraising.
- Ability to pass an FBI background check.
- A proactive work-ethic, positive attitude, and an appreciation of the transformative qualities of music education.

Preferred Qualifications:

- Fluency in Spanish

Compensation / Benefits: Salary comparable to other mid-sized arts organizations. Full medical benefits, generous PTO and the option for a flexible work schedule.

Reports to:

Executive Director

To apply, please submit a resume, cover letter and three professional references to:

devjob@ethos.org.

Due to the anticipated volume of applications, please no phone calls or in-person inquiries. They take us away from our direct service.