



CHAMBER ORCHESTRA  
DAVID DANZMAYR, MUSIC DIRECTOR

## Development + Special Events Manager

### Position Opportunity:

ProMusica is seeking a **Development + Special Events Manager** to drive the planning and execution of all fundraising and special events to the highest standards – elevating the orchestra’s profile and increasing contributed revenue and donor engagement. Reporting to the Director of Advancement, this position is also the liaison to the ProMusica Sustaining Board, and overall, plays a key role in making a positive impact for all patrons, through the power of personal touch at donor events. This position is a full-time salaried exempt position with full benefits package available. All are encouraged to apply.

### Core Responsibilities:

#### Donor Events Management & Sustaining Board Liaison (50%)

- Lead and execute all donor stewardship, fundraising, and special events including the annual Soirée Benefit, Artist Circle, Summer Series VIP tables, Musician Chair Appreciation event, and other donor receptions:
  - Procure venues and manage event logistics, décor, guest lists, equipment rentals, catering, invitations, RSVPs, VIP seating, and promotional materials.
  - Handle and troubleshoot issues as point person for day-of and during events.
  - Work with preferred vendors and explore new vendor partnerships while working within a clearly defined budget.
  - Lead Soirée committee comprised of Board members and community volunteers to ensure fundraising goals are met.
  - Support the Director of Advancement to prepare sponsorship packets for the Soirée Benefit.
- Communicate and plan with Marketing to promote and publicize events, coordinate timelines for design and print production needs.
- Alongside the CEO and Director of Advancement, identify and create new donor cultivation and stewardship events, and opportunities to support fundraising and friend raising goals.
- Serve as primary liaison and point of contact for the Sustaining Board, a membership group of volunteers who fundraise on behalf of ProMusica:
  - Support and attend events including but not limited to: Culinary Capers, Wine Dinner, membership luncheons, and new member receptions.
  - Attend Sustaining Board meetings.
  - Provide additional administrative support as needed.

#### Development Operations / Administration (50%)

- Serve as vital support to the Development department to:
  - Assist with Annual Fund activities such as creating mailing lists and tracking response rate for direct mail and email appeals to meet budgeted goals.
  - Track and produce timely acknowledgement letters to support year-round stewardship efforts.
  - Support CEO and Director of Advancement with producing thank you notes for unique new donors (first time gifts, recurring gifts, multi-year pledges, etc.).

# ||: ProMusica

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- Generate reports to consistently evaluate fundraising progress against goals.
  - Produce concert program book donor lists.
  - Maintain accurate, up-to-date donor records of contributions in Tessitura CRM system.
  - Prepare special mailings such as advocacy letters to local and state representatives.
  - Serve as professional ambassador of ProMusica at concerts and donor events.
  - Attend Development, Sustaining Board, and Soirée Committee meetings.
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## Qualifications:

- Bachelor's degree preferred and/or 2+ years of relevant experience in non-profit fundraising and/or event management environment, preferably in the arts.
- Excellent written and verbal communication skills with strong attention to detail.
- Ability to build relationships with stakeholders (including staff, board, external partners and donors) in person, via phone, and through written communications.
- Strong customer service skills and the discretion to handle confidential information.
- Ability to manage multiple projects simultaneously within a fast-paced environment.
- Enjoy working with people.
- Knowledge of classical orchestral music and/or the performing arts is a plus.
- Flexibility to regularly work outside regular office hours for concerts/events, with reliable access to a vehicle for transportation needs.

## Benefits:

- Full-time salaried exempt position
- Health, Dental, and Vision benefits
- 401k Retirement Plan
- Paid holidays, vacation, sick time

## About ProMusica:

ProMusica is 37 musicians from all over the country who are redefining what it means to be a chamber orchestra. Led by Music Director Danzmayr and Creative Partner, renowned violinist Vadim Gluzman, our vision is to engage, inspire, and connect people to the world around them through the joy of ProMusica. The orchestra both honors the classical traditions and champions the contemporary, with a deep commitment to new works, with 72 commissions, and over 120 premieres to-date. To read more about the orchestra, please visit [www.promusicacolumbus.org](http://www.promusicacolumbus.org).

## To Apply:

Please email a cover letter and resume to Matthew Kurk, Director of Advancement, at [mkurk@promusicacolumbus.org](mailto:mkurk@promusicacolumbus.org). Applications received by July 15, 2025, are ensured full consideration. No phone calls, please. Applications will be accepted until the position is filled.

*ProMusica does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.*