

Director of Development (Half Time)

Supervised by: President

Time Commitment: Half time position, approximately 20 hours per week. Hybrid, flexible hours with some evenings and weekends around concerts, donor events.

Compensation: \$35,000 – \$45,000 annually, commensurate with experience

About Out Loud Chorus

Out Loud Chorus is a non-auditioned SATB chorus for the Lesbian, Bisexual, Gay, and Transgender community, yet open to all. We are one of the largest queer and allies SATB chorus in the US, and we are primarily based in Washtenaw County.

About the Position

The Director of Development is responsible for growing revenue from individual donors, from prospecting and cultivating new donors, to engaging and retaining existing donors. The Director is responsible for developing and executing the plan, drawing on board members, choir members and volunteers for support.

Responsibilities:

1. Individual giving and donor development (70%)

- Develops and executes an annual individual donor development plan with revenue targets, with input from Fundraising and Marketing co-chairs, and approval by the Board.
- Builds and runs the annual giving calendar: appeals, year-end and fiscal year-end campaigns, and the segmentation and messaging behind each. Runs any donor appreciation events as part of the calendar, with support from the board and choir.
- Ensures timely and accurate gift acknowledgment and stewardship communications.
- Cultivates planned giving and endowment gifts in coordination with the Board and the Community Foundation for Southeast Michigan.

2. Advancement operations and data (20%)

- Serves as primary administrator of Givebutter, the chorus's donation and CRM platform, including data integrity, segmentation, and campaign tracking.
- Consolidates historical donor records held outside the CRM into a single reliable donor history.
- Builds and maintains fundraising and marketing dashboards, and reports results against plan to the Board on a regular cycle.

3. Board and organizational collaboration (10%)

- Attends monthly board meetings and provides advancement updates.
- Works with the Board to develop the annual revenue and expense budget for individual giving.
- Maintains an open working relationship with the Board, raising concerns and problems promptly and clearly.

Required Experience, Knowledge, Skills and Abilities

- Two or more years of experience in nonprofit fundraising, sales, or a comparable field.
- Experience cultivating, soliciting, and stewarding individual donors.

- Comfort with data: CRM administration, campaign reporting, and using analytics to drive revenue
- Ability to work independently and set priorities with limited supervision, and to work productively with a volunteer board and volunteer teams.
- Interest in and commitment to the mission of the chorus and to the LGBTQ+ community it serves.
- Ability to work with electronic tools: word processing, email, spreadsheets, and web based platforms.

Preferred

- Experience in a performing arts, choral, or arts education organization.
- Familiarity with the Washtenaw / Wayne County donor, funder, media, and arts community.
- Experience with GALA Choruses or the broader LGBTQ+ choral movement.

Please send your email and cover letter to outloudchorus@gmail.com by Oct 19, 2026 for consideration.

We know strong candidates rarely meet every qualification. If you meet most of the required qualifications and this is the work you want to be doing, we encourage you to apply.