

**DEVELOPMENT DIRECTOR (F/T)**  
**COPLAND HOUSE, Cortlandt Manor, NY**

Copland House, the award-winning creative center for American music at Aaron Copland's National Historic Landmark home one hour north of New York City in Westchester County, NY, offers a rewarding opportunity for a galvanizing, imaginative fundraising leader. Our Development Director is part of the organization's senior management team, which includes an Artistic and Executive Director; operations, production, and promotional personnel; and an active and growing 20-member Board of Trustees. S/he plays a central role in a vibrant, nationally-recognized arts organization now embarking on a transformational expansion centered on the long-term occupancy, use, and administration of a vast historic estate nearby, adding over 30,000 square-feet of performance, rehearsal, studio, recording, and residential space. Located near Copland's home, this additional venue will allow Copland House to continue to grow its programmatic offerings while building stronger ties to its many constituencies.

Copland House is the only composer's home in the U.S. championing America's rich musical legacy through a broad range of public, educational, and electronic-media activities. The organization's highly-regarded programs embrace the entire creative process, and resonate far beyond the walls of Copland's longtime home. Its three core programmatic pillars are multi-faceted composer support (including coveted residencies, creative workshops, and mentoring programs), live and recorded performances by its Music from Copland House ensemble (including a main-stage concert series, touring activities, and Copland House's own record label), and in-school and on-site educational projects. Its programs reach diverse constituencies across North America and abroad, including composers and the professional music community, concertgoers, school children, CD buyers and radio listeners, and the general public. With its 20th Anniversary late next year and the start of its third decade, Copland House looks forward to ambitious new plans built upon its impressive record of accomplishments and past successes.

The Development Director is a resourceful, dynamic leader eager to help shape the future of American music. S/he will have the skills, experience, drive, and diplomacy necessary to identify relationships and partnerships that will enable Copland House to advance its mission and strategic vision. S/he will help provide the focus and leadership to successfully achieve annual contributed revenue goals from individuals, corporations, foundations, and governments, with an emphasis on identifying, cultivating, and securing new major gifts; and to reach targets in a capital campaign for endowment, operating reserves, and infrastructure funds (renovation, preservation, and expansion in a bold, public-private partnership involving the added multi-purpose facility),.

With administrative and Board support, the Development Director will lead Copland House's individual, foundation, corporate, and government fundraising efforts, building upon the organization's existing pool of loyal donors, funders, and volunteers. S/he will be a compelling and trusted presence for contributors, persuasive communicator and pro-active collaborator; and energetic multi-tasker comfortable working independently or collectively. S/he will be encouraged to grow the development team in order to achieve established fundraising goals, and will have the option of working remotely several days a week, to better support an active schedule of in-person donor meetings.

Areas of responsibility include managing and expanding annual campaigns, cultivating new and existing donors, writing grant proposals, and developing sponsorship, underwriting, and major giving strategies, all supported by a robust outreach and special events schedule. The Development Director reports to the Artistic and Executive Director, and works closely with members of the Board of Trustees and external partners and constituents.

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### Minimum Qualifications

- Successful record of cultivating, soliciting, and stewarding donors, foundations, corporations, and sponsors, with primary focus and experience in the creative and performing arts (particularly music)
- Excellent communication and technical skills (writing, public speaking, computer, research, and editing)
- Bachelor's degree in a relevant field, and at least four years' experience in the nonprofit development area (primary focus and experience in the creative and performing arts, particularly music)
- Professional, outgoing demeanor and exceptional interpersonal skills
- Strong financial acumen and experience assembling budgets for, and writing, funding proposals
- Highly organized and self-motivated, with meticulous attention to detail
- Ability to manage numerous projects simultaneously in a sometimes fast-paced environment
- Ability to work independently and with growing support staff
- Ability to work flexible hours, including some evenings/weekends

Compensation negotiable and commensurate with experience, health insurance included. Copland House is an equal opportunity employer.

Please e-mail cover letter, resume, and two writing samples to [office@coplandhouse.org](mailto:office@coplandhouse.org). No phone calls, please. To learn more, visit [www.coplandhouse.org](http://www.coplandhouse.org).