

## **Position Opportunity**

### **Vice President of Development Levine Music Washington, DC**

Levine Music, one of the nation's leading centers for community-based music education, welcomes nominations and applications for the position of Vice President of Development, available in the spring of 2025.

#### **Levine Music**

<https://www.levinemusic.org/>

With five campuses in the greater Washington, DC, area and a Virtual Campus online, Levine Music offers outstanding music instruction and performance opportunities for students of all ages, interests, and skill levels. Levine Music connects students with top-tier professional artists and music educators for classes and programs in classical music, jazz, rock, musical theatre, folk music, and much more. Levine Music's 180 faculty members offer instruction in 22 instruments, voice, and composition. They help students achieve their goals, inspire students to realize their potential as musicians, and encourage students to discover the great joy of making music. No matter the age, ability, or financial circumstances, Levine Music welcomes everyone with an interest in exploring, creating, or finding inspiration through music.

Levine Music is governed by a 32-member Board of Trustees and has an administrative staff of 36. The annual budget is \$11 million with 30 percent of income provided by individual and institutional philanthropy. Levine Music's main campus is Sallie Mae Hall in Northwest Washington; additional campuses are located at THEARC in Southeast DC; The Music Center at Strathmore in North Bethesda, Maryland; a campus in Silver Spring, Maryland; and the newest campus in West Falls Church, Virginia.

#### **The Opportunity**

The Vice President of Development will join Levine Music at a time of significant growth. As the organization prepares to celebrate its 50<sup>th</sup> Anniversary in 2026, the Vice President of Development will work with the President & CEO, the Board of Trustees, the executive leadership team, and a dedicated development team to realize a bold vision for Levine Music's future as outlined in the recently developed strategic plan. The Vice President will design, lead, and oversee the implementation of major fundraising initiatives to support the growth and impact of Levine Music's programs and education activities. Levine Music expects to invest in increasing the size and skills of the department in the next three years to help realize these goals.

#### **The Position**

Reporting to the President & CEO, the Vice President of Development develops and implements a comprehensive fundraising program that aligns with Levine's strategic plan, strategic initiatives, and special fundraising campaigns, including an initiative to mark Levine's 50<sup>th</sup> anniversary in 2026. The Vice President ensures that Levine Music achieves and exceeds annual and long-term goals for contributed income from all sources, including individuals, businesses and corporations, foundations, government agencies, and special events. The Vice President designs and implements Levine's fundraising programs for annual giving, special projects, endowment support, and planned giving.

The Vice President of Development partners with President & CEO to recruit, engage, and support an active Board of Trustees who are significant individual donors as well as ambassadors for Levine Music throughout the community. The Vice President of Development provides impetus and support for the fundraising efforts of the Board and its Development Committee. The Vice President provides support to the fundraising work of the President & CEO. The Vice President provides excellent stewardship for a portfolio of major donors with a history of significant support, and identifies, cultivates, and solicits new donors whose major gifts will expand support for future needs.

Working with the Vice President of Music Education, the Vice President of Development actively pursues sponsorship and naming opportunities for Levine Music's programs and activities. The Vice President of Development works with the Vice President of Marketing and Communications to create compelling digital and print materials for special events and annual campaigns, and a strong case for support for the upcoming capital campaign. The Vice President manages relationships with fundraising counsel and consultants who provide assistance with the design and implementation of capital and other campaigns.

The Vice President of Development leads, mentors, motivates, supervises, and evaluates a high-performing development team and ensures that the systems and protocols are in place to provide accurate recording, prompt acknowledgment, and appropriate stewardship of all gifts. The Vice President evaluates systems, resources, and personnel on an on-going basis and recommends changes and additions needed to support Levine Music's expanded fundraising activity and goals.

The Vice President of Development is a visible, active, and articulate representative of Levine Music in the greater Washington area community. The Vice President of Development attends evening and weekend performances and events at Levine Music's campuses and other venues throughout the greater Washington area.

### **Candidate Profile**

The ideal candidate will combine a love of music and music education with a deep respect for philanthropy. The candidate will have ten or more years of successful experience as a senior development officer and a track record of success in achieving and exceeding annual fundraising goals of at least \$2.5 million. Prior experience working with a not-for-profit arts or cultural organizations, while not required, will be considered a plus, as will experience raising funds in the greater Washington area.

The successful candidate will have the demonstrated ability to design, lead, and manage a comprehensive fundraising program that includes an annual fund, major gifts campaigns, corporate and foundation fundraising, special events, sponsorships, endowment and capital campaigns, special projects, and special events. The candidate will be thoroughly familiar with best practices in all aspects of philanthropy.

The successful candidate will have the demonstrated ability to work effectively with a CEO and a volunteer Board of Trustees to achieve annual, long-term, and special project fundraising goals. The candidate will be an effective supervisor who is willing and able to mentor staff in order to build a strong fundraising team and to instill a sense of responsibility for fundraising throughout the organization.

The successful candidate will bring work experience that demonstrates a personal commitment to the principals of equity, inclusion, and access and the ability to develop a donor base that reflects the deep and rich diversity of the local community and Levine Music's student population.

The successful candidate will have excellent written, verbal, and electronic communication skills. The candidate will have the ability to write and speak persuasively about the value and importance of music education in general and Levine Music in particular.

The candidate will be proficient in the use of MS Office applications. Experience utilizing Raiser's Edge or a similar CRM database software is essential.

The successful candidate will be creative, curious, and flexible with high emotional intelligence and excellent interpersonal skills. The successful candidate will be a person of integrity with high ethical standards.

This position requires in-person attendance at Levine Music's main campus for a minimum of three days a week and the Vice President of Development will be expected to attend evening and weekend events. Candidates must live in the Washington, DC, region and have reliable transportation to attend meetings and events at various campuses and sites throughout the area.

### **Compensation**

The budgeted salary range for this position is \$170,000 - \$180,000 with a benefits package that includes health, dental, and vision insurance, ample paid time off, a retirement plan, and more.

### **Applications**

Levine Music welcomes recommendations, nominations, and applications from all qualified candidates regardless of race, gender expression, sexual orientation, age, disability, religion, ethnicity, or national origin.

Applicants are asked to submit a cover letter that describes specific interest in Levine Music and addresses experience and qualifications for the position as outlined in the candidate profile. Please send this letter with a resumé. Materials should include the candidates email address, telephone number, and mailing address.

On a separate sheet, please also include the names and contact information for several professional references. All applications will be treated as confidential and references will not be contacted without the applicant's knowledge and agreement. Electronic submissions are requested.

The position will remain open until filled.

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*(Adobe Acrobat PDF attachments only, please)*