NOW HIRING
Manager of Marketing & Development

For 36 years, Pittsburgh Youth Chorus (PYC) has been a leader in vocal music education in the Pittsburgh region. Serving approximately 170 students in year-round programming and 200 more through special events, we strive to inspire and empower the young singers who participate in our programs, preparing them for lives of personal and public leadership.

PYC seeks a full-time Manager of Marketing & Development to begin in November or December 2020. This new position will fulfill a crucial role in PYC’s strategy for expanding the visibility of our programs, building a strong family of individual donors, and increasing equitable access for Pittsburgh’s young people. Training and support will be provided by the current Manager of Marketing & Communications, the Executive Director, and the Chair of the Board Development Committee.

Pittsburgh Youth Chorus is an Equal Opportunity Employer and embraces diversity in our people and work. We actively seek diverse candidates and do not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, (dis)ability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

Qualified candidates, please email a cover letter and resume to Executive Director, Lee Saville-Iksic.

lee@pittsburghyouthchorus.org

GENERAL INFORMATION:
- **Job Type/Schedule:** Full-Time/Exempt, occasional evening and weekend hours
- **Compensation:** $44,000 annual salary, health care benefits, paid-time off
- **Location:** Office is located in Downtown Pittsburgh; team is currently working remotely
- **Reporting Relationship(s):** Reports to Executive Director
- **Application Deadline:** Accepting applications through October 20, 2020, or until position is filled

QUALIFICATIONS and PHYSICAL REQUIREMENTS:
- Sincere belief in the importance of music education
- Ability to speak to and connect with diverse communities and constituencies
- Reliability and punctuality
- Strong organizational skills and high attention to detail
- Ability to manage multiple projects and deadlines while generating high-quality and highly accurate products
- Ability to work autonomously and in collaboration with others
- Positive attitude and the ability to engage and motivate others
- Ability to analyze data for trends and outliers
- 1-3 years’ experience in arts and/or nonprofit administration preferred
- Development or sales experience preferred
- Some experience with graphic design, website design, and/or publishing preferred
- Ability to operate in a professional office environment using standard office equipment such as computers, phones, photocopiers, printers, scanners and filing cabinets; the person in this position regularly sits in front of a computer or at a desk/table, stands in front of a copier machine, and occasionally must bend forward, crouch, and lift/push/pull up to 30 lbs.
- Computer proficiency (and ability to learn new programs quickly) required
- Act 33/34 clearances and FBI background check

RESPONSIBILITIES:

Marketing & Communications
- Coordinate the compilation and publication of the annual program booklet
- Manage PYC advertising campaigns
- Design flyers, email blasts, and graphics for merchandise and social media
- Manage Facebook, Twitter, and Instagram accounts, scheduling and posting regular content
- Maintain up-to-date information on PYC’s website and other front-facing platforms
- Maintain relationships with press outlets, preparing and distributing press releases
- Maintain consistent style and branding across all PYC communications and publications
- Supervise the work of Marketing Interns when applicable

Family & Stakeholder Relations
- Organize special events for organizational family members (enrolled families, donors, volunteers, collaborators, alumni, etc.)
- Communicate regularly with organizational family about how to stay involved/in-touch with PYC
- Manage the preparation and sending of thank-you notes and gifts
- Assist with front-of-house activities on concert and event days
- Provide concierge-style service to high-level stakeholders

Development
- Manage and maintain donor database, keeping donor information up-to-date and entering donor communications and giving history data
- Manage annual giving campaign, designing communications and maintaining giving platforms
- Use data and best practices to manage the prospecting, cultivation, and stewardship of major donors
- Engage PYC Staff and Board of Directors in PYC’s fundraising efforts and serve as an ex officio member of the Board Development and Marketing Committees

General
- Attend bi-weekly staff meetings
- Attend other meetings as needed
- Maintain files and records (digital and hardcopy)
- Perform other duties as assigned