

CARMEL BACH FESTIVAL

Title: Development Associate

Classification: hourly, full-time, starting at \$20-\$25 an hour

Reports to: Director of Development and Community Engagement

About the Carmel Bach Festival:

The Carmel Bach Festival (CBF) began in 1935 as a four-day series of concerts at the Sunset School Auditorium and the Carmel Mission Basilica. Over the years, it has grown to a two-week celebration of concerts, recitals, master classes, lectures, and open rehearsals in July. The Festival's mission is to celebrate the works, inspiration and ongoing influence of Johann Sebastian Bach worldwide by immersing audiences in a festival experience integrating music, education and ideas. Under the leadership of Artistic Director and Principal Conductor Grete Pedersen the organization offers innovative artistic programming.

The 88th season takes place July 12–26, 2025.

Position Summary:

The Carmel Bach Festival (CBF) seeks a collaborative and organized **Development Associate** to assist the Director of Development with achieving fundraising goals, engaging donors, and maintaining excellent records. The primary duty of this position is to maintain the donor database using *Bloomerang* software. This position will also oversee donor events in collaboration with the Director of Development and Executive Director. A passion for music is a plus!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete donation processing, acknowledgments, mailings, and updates to the donor database (Bloomerang) to ensure accuracy of all donor portfolios in a timely manner.
- Actively participate in the design, strategy, and implementation of three major fundraising campaigns: Annual Gala, Musician Sponsorship and Annual Appeal to achieve fundraising goals.
- Assist in the coordination and production of stewardship and cultivation opportunities with donors via email, mail, phone, and events.
- Ensure clear and timely communications with donors serving as a resource for development inquiries via phone, email, in-person.
- Assist with reviewing data and reporting on donor giving levels and trends.
- Compile and sort data for special projects to maintain accuracy of donor records.
- Assist with production of donor cultivation events both on and off season: opening and closing night, donor receptions, musician welcome party, off-site special events, private fundraisers, etc.
- Manage vendors, acquire liquor licenses, and coordinate in-kind donations with businesses to ensure Festival event needs are fulfilled.

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- Collaborating with the Director of Marketing to ensure all donor listings are accurate and represented in the CBF Program Book.
- Assist the Executive Director, Director of Development, and/or Board of Directors with special projects as needed.
- Other duties as assigned by the Director of Development and Executive Director.

WORKING CONDITIONS: working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Approximately 85% of the time performing job duties is spent indoors, within a standard office environment.
- Approximately 75% of the time is spent on the computer.
- Approximately 10% of the time is spent outdoors.
- Approximately 5% of the time is spent driving a car.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is moderate and ranges from 65 – 75 degrees.

PHYSICAL DEMANDS:

- **Occasionally (6-33%):** bend, twist, push, pull, squat, kneel, and drive.
- **Frequently (34-66%):** sit, reach with hands and arms; balance; stand and walk; grasp with hands and fingers; carry heavy objects and lift up to 20 lbs
- **Continuously (67-100%):** use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 20 lbs).

MACHINES, TOOL AND EQUIPMENT:

- **Seldom (1-15%):** automobile
- **Frequently (16-66%):** phone, copy machine
- **Continuously (67-100%):** writing instruments, computer, mouse, typing

Travel: This job requires minimal routine travel and is usually within the proximity of Monterey County.

To apply please email your resume a statement as to why you are interested in the position to: HR@bachfestival.org with “Development Associate” in the subject line.