



NATIONAL
REPERTORY
ORCHESTRA

Position: DEVELOPMENT FELLOW
Department: Administrative
Office: Seasonal, unpaid full-time fellowship
Location: Breckenridge, CO

Changing Lives Through Music!
Michael Stern, Music Director

The National Repertory Orchestra offers experiential learning on the ins and outs of an orchestra and a thriving career in the Arts! Spend a summer with our artistically minded team in Breckenridge, CO and build your on-the-ground, professional experience.

Description:

The Development Fellowship is ideal for someone who wants to jump-start their career as a development professional working with a nonprofit organization. A strong candidate is a person who enjoys connecting with local and global music communities, inspiring support for the future of classical music. Being part of a team to build lasting relationships with new and current donors is this position's key responsibility. This person can expect to work in a fast-paced team environment and will finish the fellowship having gained a broad understanding of non-profit arts operations and Development.

Based out of the administrative offices, the Development Fellow will report to the Director of Development and work closely with the CEO, Director of Administration and Community Relations, Director of Marketing, Operations Manager and other fellows and staff.

Why You Will Love the NRO:

The NRO is an inclusive organization dedicated to teamwork and a highly communicative atmosphere. This professional workplace encourages interaction, synergy, positive feedback, and goal-oriented individuals, all working together to enhance the future of classical music and the Arts.

What You Will Do:

- **Donor Engagement:** Help connect donors and sponsors with the orchestra, securing and scheduling experiences, and tracking of donor benefits.
- **Event Coordination and Logistics:** Assist in the planning, organization, and execution of NRO events, including concerts, donor receptions, community events, and fundraising activities. Help create and manage event timelines, task lists, and logistics.
- **Ticket Management:** Manage all comp-ticket requests, assist with Will Call, and communicate with the ticket office daily
- **Impact Report:** Work in concert with the marketing team on all aspects of the organization's annual Impact Report, including surveys, data compilation and content suggestions.
- **Data Entry:** Enter data into our donor software (Donor Perfect) on an ongoing basis.
- **Appeal Letter and Mailings:** Assist content creation for mailings throughout the summer
- **Grant Writing:** Assist with grant proposals and reports
- Other duties as assigned

Candidate Profile:

- Must be organized, detail oriented and able to focus on multiple projects and deadlines simultaneously
- A positive, professional demeanor is essential
- Excellent written and communication skills are a must
- Ability to interact effectively with donors, volunteers, and staff in varied situations
- Must supply your own computer and be computer savvy
- Ability to lift, move or transport up to 50lbs (with or without accommodation)

- Knowledge of classical music is a plus
- Above all, being a team player is crucial

Compensation:

- ✓ FREE employee/fellowship housing in Breckenridge
- ✓ \$75 weekly food stipend
- ✓ Partial travel stipend

Your Time in Breckenridge:

The position will begin in early June and run through mid-August. Exact dates TBA.

How to Apply:

Prepare a one-page resume along with a cover letter and a list of at least three references complete with their contact information and relationship to you. **Send to info@nromusic.org**. Please type “**Development Fellow**” in the subject line.

Fellowships are open until filled.

About the National Repertory Orchestra:

Under the leadership of Music Director [Michael Stern](#), the [National Repertory Orchestra](#) (NRO) is a 501(c)(3) non-profit organization and a preeminent intensive fellowship that develops diverse, thoughtful and socially conscious musicians through experiential learning. The NRO inspires young professional musicians to be great leaders in their communities while ***Changing Lives Through Music!***

Founded in 1960 in Estes Park by cellist Walter Charles as the “Blue Jeans Symphony,” the NRO has taken residencies in the most spectacular Colorado locations, including Evergreen, Keystone and, currently, Breckenridge. [Carl Topilow](#) was Music Director from 1978 until 2020 and maintains an active role with the orchestra as Music Director Laureate. During the summer, audiences can enjoy the NRO’s music festival starring some of the most talented young professional musicians on the planet. The remarkable season also features a multitude of interactive community engagement events, education initiatives, and full orchestral concerts with renowned guest conductors and artists.

Diversity, Equity and Inclusion:

The National Repertory Orchestra is engaged in the ongoing work of identifying and dismantling systems of racism, discrimination, and barriers to access and is committed to build more just ones. We are focused on the actions necessary to build greater equity and inclusion, creating an environment where all people involved with the NRO can feel safe, welcomed, included and respected. To learn more, [read the NRO's DEI Statement](#).

The National Repertory Orchestra is proud to be an equal opportunity employer, and celebrates our employees’ differences, regardless of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, ability, or Veteran status.

NROmusic.org

#NROmusic

