



Development and Operations Manager
Kansas City, MO | www.spirechamberensemble.org

Position Type: Full-time, 1099 Independent Contractor (40 hours/week)

Salary: \$50,000–\$52,000 annually, dependent on experience

Application Deadline: Open until filled; priority given to applications received by July 15, 2026

Start Date: August 15, 2026 (negotiable)

Spire Chamber Ensemble is a virtuoso choir and orchestra comprised of distinctive solo artists who are also committed to the highest level of ensemble performance. These musicians travel to Kansas City to perform together, providing audiences with a rare level of choral music-making not found anywhere else in the country. The Spire Baroque Orchestra, encompassing the finest historical players, joins our world-class singers for concerts of unmatched artistic excellence. Established in 2010, Spire has quickly evolved into a national phenomenon, lauded for artistry, innovation, and mastery at making music that matters to audiences throughout the country. Now completing their 16th season, Spire is regarded as one of the preeminent choral-orchestral chamber ensembles in the United States. Led by Founder and Artistic Director Ben A. Spalding, Spire performs repertoire ranging from Baroque and Classical masterpieces with period instruments to newly commissioned works by Jake Runestad, Zachary Wadsworth, John Muehleisen, Jonathan Woody, and Sir James MacMillan.

Spire produces the following events each season:

- Three major concert projects lasting one week
- Choral Conducting Institute
- Educational Outreach Events
- Intimate House Concerts for Donor Development
- Voices inSpire Gala (Spring)

With an annual budget of \$322,000 and approximately 66% growth over the last two fiscal years, Spire is in an exciting period of momentum. This is a rare opportunity to join a small, mission-driven team and help shape the next chapter of the organization.

Position Overview:

The Development and Operations Manager is the organizational backbone of Spire Chamber Ensemble, working in close collaboration with the Artistic Director and Board of Directors to advance Spire’s mission and ensure the smooth execution of all artistic, administrative, and development activities. This role is ideal for a self-starter who thrives in an entrepreneurial environment, is equally comfortable in a concert hall and a spreadsheet, and is passionate about exceptional choral-orchestral performances.

Essential Job Functions and Responsibilities:

Fundraising (40%)

- Partners with the Board to develop and execute an annual development plan to reach established contributed revenue goals.
- Builds and sustains a portfolio of corporate, foundation, and individual support, actively identifying and cultivating new sponsorship and donor relationships in service of Spire's mission and new 5-year strategic plan.
- Develops a structured approach to individual giving, moving prospective donors through cultivation, solicitation, and stewardship at every giving level.
- Participates as a committee member in the annual *Voices inSpire Gala* (spring season).
- Takes ownership of Spire's overall fund development program, setting strategy and working closely with the Board to uncover and pursue new revenue opportunities.
- Manages donor-related data entry; processes gift acknowledgments.
- Champions promotion of Spire's ticketed and fundraising events across relevant channels.

Artistic Operations (25%)

- Serves as primary liaison for musicians, including contracting, homestay assignments and host communication, and tracking compensation and travel reimbursements.
- Serves as production manager for the Spire Chamber Ensemble, managing venue coordination, stagecraft and instrument rentals, set-up and strike, and stage management; acts as primary production contact among venues, musicians, contractors, and staff.
- Organizes and maintains digital assets (photographs, videos, audio recordings, and sheet music).
- In collaboration with the Artistic Director, prepares concert programs, program notes, and marked vocal and instrumental parts for each production.

General Operations (25%)

- Participates in Front of House responsibilities for concerts and special events.
- Curates and organizes Spire's media library, including concert photography, recordings, and video footage.
- Performs light graphic design work as needed, in collaboration with Spire's part-time graphic designer.
- Keeps constituent and donor records current; generates reports to support organizational decision-making and donor stewardship.
- Manages donor and box-office reporting and data analysis.
- Serves as primary point of contact for patron and constituent communications via email and phone.
- Coordinates all volunteer activities.

Other Duties as Assigned (10%)

Candidate Profile:

The ideal candidate brings:

- A meticulous, well-organized professional with the ability to manage multiple priorities simultaneously and follow through without reminders.
- A collaborative, entrepreneurial spirit and genuine enthusiasm for the work of a small, nimble, mission-driven ensemble.
- Deep commitment to Spire's mission and the belief that extraordinary choral-orchestral performance can change lives.
- Experience with constituent relationship management (CRM) software and/or ticketing platforms preferred.
- Proficiency in Google Workspace and Microsoft Office; comfort with basic video editing and graphic design tools a plus.
- Flexibility to work evenings and weekends for concerts and events.
- A valid driver's license and reliable transportation; ability to assist with loading and unloading production equipment.

Education and Experience:

- Bachelor's degree required; coursework or advanced degree in arts administration, music, nonprofit management, or a related field preferred.
- Minimum 3 years of experience in arts administration, nonprofit management, or a related field.
- Demonstrated experience in fundraising, donor relations, or development strongly preferred.
- Experience in performing arts production, stage management, or event coordination a plus.
- Musical literacy (ability to read music) preferred but not required.

Compensation & Benefits

Please note: This is a 1099 independent contractor position. The contractor is responsible for managing their own taxes and benefits.

- \$50,000–\$52,000 per year, dependent on experience, paid in monthly installments.
- Four weeks of vacation per year, much of which is expected to be taken in the summer.
- 11 federal paid holidays per year.
- Flexible scheduling and partial remote work outside of concert and event weeks.

How to apply:

Applications will be reviewed on a rolling basis. For fullest consideration, please apply by July 15, 2026.

To apply, send the following materials to Founder and Artistic Director Ben A. Spalding, info@spirechamberensemble.org.

- Letter of interest
- Resume or CV
- Three professional references (name, title, relationship, and contact information)