

Danielle Buonaiuto

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ADMINISTRATIVE EXPERIENCE

Musica Viva NY (New York, NY)

2017-Present

Executive Director

- Reporting to the Board of Directors, working closely with Artistic Director and staff members, taking overall responsibility for organization: running and marketing concert season, growing patron and donor base, creating and adhering to financial plan, and creating sustainable vision and plan for future seasons
- Chorus is 40-year-old, 30-member professional/amateur chorus with budget of ~\$200K
- Maintain and oversee CRM via AudienceView platform; strategize and execute fundraising plan
- Oversee and approve all budget decisions, contracting, concert management, patron, donor, and board relations; maintain insurances and other legal compliance measures, including CBA with AFM/Local 802
- Manage volunteer base and deploy as needed for special events, concerts
- Spearhead grant writing; cultivate relationships with family foundations, major donors, grantmakers
- Work with Artistic Director to keep all organizational decisions and strategy mission-driven

ChamberQUEER (Brooklyn, NY)

2018-Present

Co-Founder and Co-Organizer

- With three co-organizers, plan and produce annual three-day festival and monthly community events for LGBTQ+ classical music community, with a budget of ~\$10K
- Serve as project manager for all executive functions, financial controls, organization governance and compliance, including 501(c)3 formation, insurances, accounting/bookkeeping, and legal matters

Various Arts Non-Profit Organizations

2017-Present

Consultant

- Administration: Provide short-term administrative/operational support to small, emerging non-profit orchestras, choirs, and opera companies with budget <\$250K
- Governance: Research and obtain liability insurance; manage tax and other documentation requirements, including name change, with IRS and Charities Bureau; advise on board development w/r/t diversity
- Development: Research and apply for foundation and government grants; devise and implement fundraising strategies to fund specific programs; lead marketing campaigns to bolster fundraising goals; analyze patron data
- Strategy: Provide support in building general 3-5 year strategic plans, as well as short-term targeted development, marketing, DEI, or organizational plans with specific goals

New York City Master Chorale (New York, NY)

2017-2018

Director of Development and Marketing

- Reporting to the Board of Directors, working closely with Artistic Director, Director of Operations, and staff members, took overall responsibility for marketing 12-year-old community chorus with a budget of ~\$250K; as well as development initiatives including growing patron and donor base, and creating sustainable vision and plan for future seasons
- Maintained CRM via Artful.ly platform; strategized and executed donor cultivation plans, including expansion of individual base, monthly giving campaign, and relationships with family foundations
- Created and approved marketing materials including graphic design, mailed and emailed communications with audience and donors, social media posts, press releases, and concert programs

Ars Musica Chorale (Ridgewood, NJ)

2015-2016

Chorus Manager

- Reporting to President of Board of Directors and Music Director, was sole administrative staff for 50-year-old, 90-member community chorus with a budget of ~\$100K, encompassing operations and production, administrative and governance, development and marketing tasks
- Spearheaded Encore Young Artist program, developing it from an internship with \$500 artist stipends to a full-year residency, offering four artists solo opportunities with orchestra in

masterworks as well as professional development, including masterclasses and coachings, and a \$2000 stipend

VOLUNTEER EXPERIENCE

Live Music Project (Seattle, WA) 2017-2019

Grant Writer

- Support and lead grant writing efforts, including research, writing, follow-up, and reporting

Lunar Ensemble (Baltimore, MD) 2011-2016

Development Representative (2012-2015)

- Led research on competitions, grant programs, and individual donors, and spearheaded crowdfunding campaigns

SKILLS

Administrative and Technical Skills

- Executive: management of board and volunteer team over multiple committees to execute strategic plans; long-term financial planning and financial reporting; donor and patron relations, cultivation; marketing and development strategy and implementation; fluency with governance and legal compliance for 501(c)3
- CRM: Artful.ly, AudienceView, Neon, Tessitura
- Software: MacOS, Windows, Microsoft Office, Dropbox, Google apps, Canva, Adobe products, Zoom and other conference software
- Social Media: Facebook, Twitter, Instagram, LinkedIn
- Web design: html, basic CSS, Weebly, WordPress, Squarespace
- General: Attention to detail; comfortable with collaborative work styles; good at multi-tasking, working under pressure, and creative problem-solving; comfortable working asynchronously and over cloud apps, and remotely

Fundraising Skills

- Manage annual campaigns (\$100,000+), short-term campaigns (e.g. Giving Tuesday), and board call campaigns
- Experience writing call scripts, acknowledgement letters, LOIs, and other donor/funder correspondence
- Experience with crowdfunding on Kickstarter and Indiegogo
- Experience with planning and executing gala-style fundraisers, silent auctions, smaller-scale donor events
- Experience managing a small endowment fund

Production Skills

- Organize and run all aspects of multi-concert series, season and festival format, involving 60+ musicians, audiences of 350-500 per concert
- Experience running virtual events on a variety of webinar software platforms
- Curation and production of art song recitals and chamber music concert series in community venues since 2008

EDUCATION

Peabody Conservatory of the Johns Hopkins University

Master of Music in Voice Performance, Master of Music in Musicology: Baltimore, MD: 2010-2012

- Member of Pi Kappa Lambda (Baltimore chapter)
- Awards: Entrance and Graduate Assistant Scholarships; Irving Lowens endowed Memorial Prize in Musicology; Outstanding voice student devoted to Peabody and the Conservatory

University of Western Ontario (now Western University)

Honours Bachelor of Music, Minor in Comparative Literature and Culture: London, ON: 2003-2007

- Awards: UWO Entrance Scholarship; Dean's List 2003-2007

Other Skills and Qualifications

Certificates: International House Toronto: Teaching English as a Second Language (TESL), April 2009
Memberships: Chamber Music America; Opera America; Nonprofit New York
Training: Chorus Management Institute, Chorus America, January 2019
Languages Spoken: English, Italian, French