



Director of Development Job Description

Job Title: Director of Development

Reports To: Executive Director

Type: Full-time, exempt

Application Deadline: May 1, 2019

Job Summary: The Development Director is a new position that will report to and work in partnership with the Executive Director (ED) to develop fundraising strategies that continue to move patrons across the spectrum of engagement. The Director will step into a successful and growing development operation with immediate potential. Mid-level, major, and planned giving efforts will form the heart of the Director's work. The ED continues to carry the additional title of Chief Development Officer and will be a crucial strategic partner in fundraising efforts. As the organization grows more complex, the bulk of execution and a good portion of the strategy will shift over to the new Director.

The focus will be continuing to identify, cultivate, solicit, and steward donors in the \$1,000-\$10,000 range. From within their ranks and among new Symphony patrons, the Director of Development will also identify those who are capable of leadership gifts (\$15,000 and above) and work with the ED to build individualized cultivation, solicitation, and stewardship strategies. Evolving the Symphony's planned giving and endowment strategies is also an important priority.

Responsibilities

- Collaborate closely with ED and Development Committee to design, execute, manage, and evaluate a comprehensive strategy.
- Initiate, grow, and sustain appropriate relationships with individual and business donors at all levels, with intensive focus on personal visits and personalized cultivation plans.
- Identify, cultivate, solicit, steward, and upgrade donors and prospects in the \$1,000 to \$10,000 range.
- Identify major and principal gift prospects (above \$10,000) and work with ED to build and carry out strategies for cultivating, soliciting, and stewarding them.
- Develop, oversee, manage, and execute planned giving opportunities.
- Support and cooperate with ED on business giving strategies, solicitation, and stewardship.
- Plan and oversee donor cultivation events from the creative and fundraising perspective, with substantial logistical management support from a staff colleague.
- Develop, overseeing, manage, and execute planned giving opportunities.
- Oversee direct mail program.
- Represent the Symphony to the general public and participate in building relationships with other arts and non-profit organizations.

Qualifications:

- Bachelor's degree required, advanced degree desired.
- Enjoyment of classical music.
- Excellent communication skills in writing, in person, and in public.
- Ten or more years' experience in non-profit fundraising, with at least five years' demonstrated success in personally securing gifts in the range of \$1,000 to \$10,000 (required).
- Five or more years' experience personally securing, and working with executives to secure, gifts in the \$25,000-\$500,000 range (preferred).
- Proven ability to develop cultivation, solicitation, and stewardship strategies that expand a donor base and increase revenue.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Experience and aptitude for planning special events.
- Vigilant attention to detail and demonstrated commitment to meeting high-quality standards.
- Friendly and outgoing personality, a sense of optimism and enthusiasm, dedication to teamwork, and ability to initiate relationships easily.
- Experience with fundraising databases and ability to learn a new one quickly.

The Annapolis Symphony Orchestra is a growing, successful 501(c)(3) not-for profit organization. The orchestra performs approximately twenty-four concerts each year. The core of the season is five Masterworks concerts (two performances each) and one repeat performance at Strathmore Music Center. Additionally there are two Pops concerts, five concerts for schoolchildren and families, and several collaborative performances with the Annapolis Opera, the US Naval Academy Glee Clubs, and other organizations. The Symphony also maintains an active chamber music program. Music Director José-Luis Novo is in his fourteenth season, the longest-service music director of the Annapolis Symphony. Maryland Hall for the Creative Arts is the home of the Symphony.

The Annapolis Symphony Orchestra is an equal opportunity employer and actively encourages applications that will enhance the diversity of the Symphony's staff.

To apply, email a cover letter, résumé, salary requirements, and three references, to Patrick J. Nugent, Executive Director, pnugent@annapolissymphony.org. Email applications only. No telephone calls, please.