

## **Executive Director & Chief Development Officer Annapolis Symphony Orchestra**

The Annapolis Symphony Orchestra seeks a strong leader with excellent interpersonal skills and a demonstrated track record in fund-raising, strategic planning, and organizational leadership. The successful candidate has a proven ability to lead the organization in achieving its strategic, artistic, financial, and educational goals.

**The Position:** Executive Director & Chief Development Officer

With an energy and enthusiasm that draws people into the organization, the Annapolis Symphony's Executive Director and Chief Development Officer's primary responsibility is to build upon the organization's artistic and financial strength in order to deliver on its Mission to produce, present, and promote memorable symphonic music that increases awareness, enjoyment, and appreciation of music for all ages throughout the region, and advance achievement of its three pillars: Artistic Excellence, Regional Depth, and National Recognition. The position reports to the Chair of the Board of Trustees.

**Responsibilities include:**

- Engage and promote the Symphony among an ever-widening circle of individuals, corporations, community leaders, foundations, and government agencies, both state and local, to cultivate new partnerships and patrons;
- Prepare — in collaboration with the Board — and execute a new 3-year Strategic Plan, building upon the SYMPHONY 2020 strategic framework and continuing to implement the Symphony's Artistic and Educational priorities;
- Establish plans for both existing and potential donors throughout the Donor Cycle to identify, research, cultivate, solicit, and steward the Symphony's donor to meet or exceed established fund-raising goals. The Executive Director will determine how best to utilize other resources throughout the process, including, but not limited to, the Board of Trustees, Music Director, Director of the Annapolis Symphony Academy, and other donors, etc., but retains the primary fund-raising responsibility;
- Work with the Board to design and successfully implement a multi-year comprehensive campaign, with the support of the Development Committee, to encompass multiple streams of philanthropic investment, including annual, restricted, planned, and endowment giving;
- Direct all aspects of operations including personnel, marketing, budgeting, and financial management, including the Symphony's endowment, as well as oversee labor relations and contract negotiations to achieve established annual goals;
- Direct all aspects of concert production, including Masterworks, Pops, Chamber Series and Family concerts in accordance with the Symphony's Artistic Initiatives;
- Establish a solid working relationship with the Board of Trustees, Music Director, both Symphony and Maryland Hall staff, and the Friends of the Annapolis Symphony (FASO) to further the Symphony's mission and achieve its vision;

- Work in partnership with Anne Arundel County Public Schools (AACPS) to promote the educational priorities and, working with its Director, oversee the direction of the Annapolis Symphony Academy ([www.tunedtoyouth.org](http://www.tunedtoyouth.org));
- Provide informed, authentic leadership for cultural equity by pursuing cultural consciousness throughout the organization; acknowledge and dismantle any inequities within policies, systems and programs; and, commit time and resources to expand more diverse leadership and participation throughout the organization.

### **Qualifications**

- At least 7-10 years of senior management experience in a non-profit organization, including a minimum 5 years of experience in successfully designing and leading development strategies and fundraising efforts of a major non-profit;
- A love for and dedication personally to raise funds, especially cultivating, soliciting, and stewarding major and transformational gifts;
- Proven leadership ability and measurable experience in fundraising, public relations, marketing, audience development, and increasing earned revenue;
- Strong strategic thinking; the ability to deliver results that meet or exceed target goals;
- Experience working in or managing a comprehensive, capital, or endowment campaign;
- Solid financial management and budgeting skills within non-profit organizations;
- Superb interpersonal skills and the ability to motivate effectively the Board of Trustees, staff and volunteers to achieve the orchestra's mission;
- Understanding of and ability to build, nurture, and sustain positive relationships with all patrons and donors — and the ability to translate that into sustained and growing financial support;
- A love for classical music and an ability to communicate its importance persuasively to a broad range of audiences;
- Working knowledge of orchestral music, production, and operations important but not necessary;
- Understanding of issues and challenges facing symphony orchestras, especially in small-to-medium sized communities;
- A reputation for integrity, high energy, strong interpersonal skills, and a strong work ethic;
- A demonstrated commitment to advancing the principles of Equity, Diversity and Inclusion in an arts organization.

### **Compensation**

Compensation will be commensurate with qualifications and experience. The Annapolis Symphony offers a competitive benefits package to its employees, including health insurance and paid annual vacation.

### **Applications**

Please send a cover letter that outlines interest and qualifications, a resume, and a list of references to:

[search@annapolissymphony.org](mailto:search@annapolissymphony.org).

(MS Word, or PDF only, please)

Applications will be reviewed upon receipt and continue until the appropriate candidate is identified. Questions may be addressed to the Search Committee at the above e-mail — which will respond to questions as promptly as possible. No calls please.

\* \* \* \* \*

**The Annapolis Symphony Orchestra**  
**[www.annapolissymphony.org](http://www.annapolissymphony.org)**

Based in Maryland's capital and regularly performing at the newly renovated Maryland Hall for the Creative Arts, the Annapolis Symphony Orchestra is the largest performing arts organization in the city. It is a fully-professional, part-time, union orchestra. As such, the Symphony has taken a leadership role in promoting excellence, innovation, and education. It offers a variety of concerts each year, including a series of five pairs of Masterworks concerts (Friday and Saturday nights), one of which is also performed at the Music Center at Strathmore, a four-concert Chamber Series, two Pops concerts (Labor Day in the Park and Holiday), family and school concerts, and a wide variety of educational outreach activities, residencies and special events. The orchestra regularly collaborates with other major organizations throughout the region, including the U.S. Naval Academy Men's and Women's Glee Clubs and the Annapolis Opera. In 2018, the Symphony launched the Annapolis Symphony Academy, an educational program that identifies and nurtures musical talent in youth in an environment of artistic excellence, as well as economic and cultural diversity.

The Annapolis Symphony's artistic excellence has grown significantly under the leadership of Music Director and Conductor José-Luis Novo, now in his fifteenth season. In 2019, the Symphony was named an Affiliate organization at the Music Center at Strathmore. Some highlights during Maestro Novo's tenure include the 2019 appearance at the Music Center at Strathmore with the U.S. Naval Academy Glee Clubs, performing Beethoven's Ninth Symphony. In 2018, the Symphony's performance of Martinu's Concerto for Oboe was broadcast nationally on the public radio program *Performance Today*. In 2011, the ASO was one of two orchestras nationwide selected to receive a two-year Music Alive Composer-In-Residence grant, through which it engaged Latin Grammy Award winning composer Gabriela Frank for the 2011-12 and 2012-13 seasons.

The Annapolis Symphony is governed by a 20-member Board of Trustees and, in addition to its Music Director, employs a professional staff of five full-time and two part-time. Its professional ensemble of approximately 70 contracted musicians operates under a collective bargaining agreement with the American Federation of Musicians, Baltimore Local 40-543; a new 3-year agreement, effective July 1, 2019 was recently ratified. The annual operating budget is \$1.8 million. The ASO also holds a \$1.5 million endowment. It has balanced its budget for the last two years, while increasing the size of the budget by 50%, and has a robust program of major giving to fund new initiatives.