

## **DIRECTOR OF DEVELOPMENT SPOKANE SYMPHONY & MARTIN WOLDSON THEATER AT THE FOX**



The Spokane Symphony and Martin Woldson Theater at The Fox is seeking a dynamic, collaborative, and enthusiastic development professional to join its management team and oversee the department during an exciting period of transition. Reporting to the Executive Director, and working closely with the Artistic Director and Board of Trustees, the Director of Development will be responsible for raising \$1.5M in annual support as well as work to further the progression of a \$6M endowment campaign and funding for special initiatives as they arise.

A key member of the SSO management team, the qualified candidate will:

- Thrive in a collaborative, family-like organization;
- Demonstrate a commitment to transparency and openness;
- Exhibit a willingness to learn and improve personal cultural competency;
- Understand comprehensive fundraising strategies and campaigns, especially as they pertain to supporting symphony orchestras and performing arts centers
- Build relationships with donors and networks creatively and with an entrepreneurial spirit;
- Embody a team-player attitude;
- Lead the department and interface with a volunteer board of directors and multi-disciplinary staff and artists

The ideal candidate will have at least seven years of experience in fundraising or similar field, with at least two years in a managerial role. They will have a demonstrated record of securing high level gifts from individuals, institutions and government agencies, and planning for and leading successful campaigns. While a passion for the performing arts industry is a must, professional experience in an arts organization is preferred, but not required. Advanced knowledge of Tessitura, Raisers Edge or other similar CRM software (Customer Relationship Management) is strongly preferred.

Salary range: \$80-\$100k plus benefits. The Spokane Symphony is an equal opportunity employer. Please go to [spokanesymphony.org](http://spokanesymphony.org) and [foxtheaterspokane.org](http://foxtheaterspokane.org) to learn about our mission, vision, and values and our organization.

**ESSENTIAL FUNCTIONS:** This position assumes responsibility for the following duties:

### **A. Department Leadership: Supervisory Responsibilities**

- With the Executive Director, set strategy, build structures and execute plans for advancing the Symphony and Fox through contributed income by sustaining and growing the number of donors and building a pipeline of major donors;
- Demonstrate unwavering commitment to Equity, Diversity, Inclusion, and Access
- Develop and implement annual and strategic goals for the Development Department, including department procedures and practices;
- Hire, supervise, mentor, and motivate Development staff, setting the tone for a high functioning and energetic department;
- Create department budget and manage it responsibly, including implementing metrics for benchmarking;

- Ensure that systems and procedures to track cultivation and acknowledgements are effective, timely and responsive;
- As a member of the management, provide organizational leadership and contribute to season and strategic planning processes;
- Represent the Spokane Symphony and Fox Theater, as needed and participate in initiatives and events related to the Theatre's mission

#### B. General Fundraising: Advancing the Mission

- Develop innovative ways of sharing the Spokane Symphony's mission and impact that strengthen and grow fundraising efforts and community connections;
- Manage a portfolio of major donors and prospects;
- Develop the annual fundraising plan, including timeline, goals and related strategies;
- Work closely with the Executive Director, Artistic Director, Development team and Board of Directors to cultivate and solicit donors
- Help develop strategic partnerships as they relate to Spokane Symphony's mission, vision and values;
- Provide and monitor gift analysis, donor research and reporting;
- Work closely with the Finance Department to prepare financial reports and other information for tracking, analysis, and budgeting purposes; monitor and report on revenue and expense related to contributed giving
- In coordination with the Development team, Research and solicit support from national, regional and local funding sources, including government, corporations, foundations, and individuals;
- Work interdepartmentally to build support for key artistic, educational, and community engagement programs;
- Prepare solicitation materials, including proposals and briefing materials for leadership;
- Develop strategies for gift recognition;
- Solicit major gifts individually and with others as appropriate;
- Oversee and coordinate the researching, writing and submission of grant proposals to obtain support and subsequent reporting;
- Maintain communication and positive working relations with funders, government agencies, donors, and volunteers;
- Contribute to institutional materials as needed, including annual reports, departmental reports and board updates
- Oversee planning and execution of fundraising/stewardship events and ensure an exceptional donor experience

#### C. Endowment Campaign

- In coordination with the Executive Director, Artistic Director and Campaign Committee, advance the Endowment campaign toward its goal of \$6M
- Work with campaign volunteers
- Develop donor recognition levels and opportunities

#### QUALIFICATIONS:

- Measurable success in nonprofit fundraising and development, including meeting fundraising goals and building strong pipelines of support;
- Managerial experience in leading a strong team and setting a positive work environment;

- Ability to set strategic direction and execute such strategy effectively;
- Strong analytical skills and ability to leverage fundraising data as a tool (familiarity with Tessitura or similar CRM is preferred);
- Ability to communicate clearly and effectively (verbally and in writing) with a wide range of staff, donors, vendors, and other stakeholders;
- Positive, entrepreneurial spirit and hands-on, detail-oriented mentality;
- Strong interpersonal and writing skills;
- Ability to work interdepartmentally to leverage diverse talents of staff, board, musicians and volunteers to meet contributed income goals;
- Previous experience with campaigns is preferred, but not required;
- Open-minded, willingness to learn, and a deep commitment to Equity, Diversity, Inclusion and Access
- Knowledge of and a passion for classical music and a wide range of the performing arts

***Position open until filled. Email your cover letter, resume, and references to [jobs@spokanesymphony.org](mailto:jobs@spokanesymphony.org).***