

POSITION DESCRIPTION DIRECTOR OF DEVELOPMENT

Reports to: Executive Director, dotted line to SSE Board
Supervises: Donor Stewardship Manager, Database and Administrative Specialist, Grant Writer (contract)
Works with: Staff, Board, Community, Musicians, Patrons, Donors, Volunteers

Department:	Development
Exempt Status:	Exempt
Position Status:	Full Time

GENERAL SUMMARY:

The Director of Development is the chief advancement officer for the organization. The role leads all aspects of contributed income which consist of annual operating income, endowment activity, capital projects as needed, and other special projects which further the work of the organization to its community and members. The Director of Development will be responsible for raising an estimated \$2MM in annual support as well as work to further the progression of a \$14MM endowment, with priorities around both general funding and special initiatives as they arise. Details around the areas of impact are described in further detail below.

The ideal candidate will have at least seven years of experience in fundraising or similar field, with at least four years in a managerial role with strong indicators of success in managing both formal and informal relationships, with staff, board, musicians, patrons and the community at large. They will have a demonstrated record of securing gifts in excess of \$500,000 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. Strong functional expertise with the Tessitura is strongly preferred.

This position is a member of the Management Team and is expected to possess subject matter expertise of the highest caliber in the related field, as well expertise and passion for leadership, a curiosity for learning and an indefatigable drive to succeed.

TRAITS OF THE SUCCESSFUL CANDIDATE:

The following are the tenets that a position of this caliber necessitates.

1. thought partnership
2. follow-through and inextinguishable focus on execution
3. outstanding professionalism including poise, physical appearance and ability to engage effectively with a wide range of constituents with grace
4. outstanding communication skills, both verbal and written
5. ability to simultaneously handle multiple projects
6. ability to problem solve and find solutions; self-reliance
7. speed of thought, speed of action, speed of results
8. accuracy and precision
9. growth mentality: curiosity, insightfulness, and synthesis
10. self-awareness, unimpeachable character, and management of oneself

The Management team not only upholds these standards but helps to engender an organizational culture which authentically embodies them. Finally, we believe that trustworthiness, adaptability, and empathy, combined with intellectual curiosity, synthesis, and insight are the keys to success.

SPECIFIC ROLES AND RESPONSIBILITIES INCLUDE:

Leadership and Presence

- Provide positive, engaging leadership of departmental personnel
- Lead a data-driven culture in the Development department
- Participate in staff leadership meetings, board meetings, and relevant board committees
- Work effectively with our Board of Trustees
- Represent the Symphony and Fox at community events
- Report to the Symphony Endowment Board (SSE) meetings
- Periodically provide status reports to SSE board president when requested

Departmental Strategy and Planning

- Set strategic goals, 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
- Develop, oversee and update SSE programs for planned giving through completion
- Oversee and own annual planning for all departmental activities
- Develop cross-functional and extra-organizational strategic partnerships as appropriate
- Develop and oversee capital and other special campaigns for the SSE

Functional Expertise

- Oversee the recruitment, onboarding, and ongoing management for departmental personnel
- Ensure that systems and procedures to track cultivation and acknowledgements are effective, timely and responsive
- Manage a portfolio of major donors and prospects
- Prepare solicitation materials, including proposals, collateral for the public and materials to help others understand progress and challenges the department is facing
- Architect and ensure compliance around sponsor and individual donor recognition and benefits administration
- Oversee and coordinate research, 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

Finance and Budgeting

- Create and manage department budget, including cash flow projections around our nine internal targets, CapEx, other off-budget projects, and Endowment
- Working with CFO and Executive Director, provide ongoing forecasts to maintain the budget
- Manage expenses to the budget and adjust spending if necessary

Information & Data Management, Qual/Quant Analysis

- Design and deploy benchmarking and dashboard system which brings about better financial literacy and general awareness of the role fundraising plays in our organization
- Leverage understanding of qualitative and quantitative analysis to produce projected income, behavioral segmentation, wealth-screening, and other higher-level information-driven results
- Utilize tools available through our partnership with TRG/Purple7 to help inform tactics and drive financial literacy amongst staff, board and musicians.

REQUIREMENTS:

- Bachelor's Degree in a related field
- 10+ years' experience in fundraising
- 5 years' experience in leading a team
- Proficiency with Microsoft Office Suite, particularly Excel
- Functional knowledge of Tessitura
- High-level writing, editing, and proofreading skills

PREFERRED QUALIFICATIONS:

- Knowledge of orchestra or other performing arts genres
- Experience in nonprofit organizations
- Working knowledge of Adobe Creative Suite
- Endowment campaign experience preferred

ADDITIONAL FACTORS FOR SUCCESS:

- Outstanding verbal and written communication skills
- Desire and demonstrated ability to identify and address personal knowledge gaps; to learn on the job; and to cultivate sources of knowledge, expertise, and skill
- Ability to understand and quickly adapt to new technology
- Solid judgement and strong customer service ethic; professional, pleasant, empathetic demeanor
- Ability and willingness to work in a very fast-paced environment with extremely high productivity demands, and collaborate with other staff
- Self-starter, problem-solver, and "can-do" attitude

WORK ENVIRONMENT AND PHYSICAL DEMANDS (carried out with or without reasonable accommodation):

- Duties are primarily carried out in an office setting with direct public interaction at concerts, events, and public presentations
- Light work; Frequent sitting or standing for long periods of time; May be required to lift up to 20 pounds
- Close visual acuity is required for performing activities such as preparing and analyzing data and viewing a computer terminal
- Position requires frequent weekend and evening hours
- Positive attitude towards the objectives and goals of the both SSO and SSE organizations

COMPENSATION:

Salary is commensurate with experience. Benefits include health insurance for employee, generous time off policies, and 401K plan with 4% match (through John Hancock) available after 1-year of service.

TO APPLY:

Submit a resume, cover letter, and relevant sample materials to jobs@spokanesymphony.org. Position is open until filled.

FY22 Approved Goals – Internal Operations (excluding CapEx, Endowment, Projects)

	Unrestricted	Concert Sponsor	Education & Community	Total
Individuals	\$1MM	\$200k	\$50k	\$1.25MM
Businesses	\$75k	\$100k	\$100k	\$275k
Foundations	\$75k	\$50k	\$100k	\$225k
Total	\$1,150k	\$350k	\$250k	\$1,775,000

Goals Outside Annual Operating Dollars:

- Other Projects to be Defined by Organizational Needs
- CapEx To Be Defined by Organizational Needs
- Endowment and Planned Giving
 - Not less than \$100,000 direct contributions to Endowment per fiscal year
 - Not fewer than 10 (ten) legally binding planned gifts for Endowment per fiscal year
 - Not fewer than 100 (one-hundred) meetings involved planned giving; group meetings may be counted as the number of recipients in the room during the meeting.

- The Development Director shall appear at quarterly Spokane Symphony Endowment Board meetings to report on, and update the Board Members, on activity related to the Endowment including Endowment Campaign, Planned Giving activity and any direct contributions to the Endowment which are in process or have occurred.

Spokane Symphony/Martin Woldson Theater at The Fox provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.