



Job Description: Director of Development

Reports to: President & CEO

Full Time: This is a salaried, exempt position; the average CSO work week is 40 hours, with occasional evening and weekend events

Compensation: Commensurate with experience

Summary:

The Director of Development works closely with the President & CEO to fulfill all fundraising needs for the organization. This position will oversee all fundraising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification, cultivation and retention of donors.

Job Requirements

Bachelor's Degree

Minimum 5 years' experience in nonprofit fundraising/development

Have knowledge and experience in standard/best practice fundraising techniques, particularly experience with major gift fundraising

Possess the skills to work with and motivate staff, board members and other volunteers

Have the desire to get out of the office and build external relationships

Be a "self-starter" and goal-driven, to initiate donor visits and fundraising calls

Be organized and exhibit follow through on tasks and goals

Display a positive, outgoing attitude, show concern and passion for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

Familiarity with and appreciation of symphonic, classical music a plus – not required, but it will really help

Proficient in Microsoft Office suite and presentations

Strong comfort with technology in general, including social media platforms

Excellent writing skills

Ability to multi-task and establish clear priorities

Strong team orientation

Ability to work occasional nights and weekends

Grant writing experience preferable but not required

Responsibilities:

- Concert Sponsorships
 - Work closely with CEO to create fundraising budget and meet or exceed annual goal
 - Identify, research and meet with potential sponsors in both the corporate and private sectors
 - Prepare and submit (or support the process as requested) grant applications and reports to foundations, corporations, and government agencies

- Annual Fund
 - Create annual fund development plan and timeline, including detailed objectives for all annual fundraising vehicles including major gifts, direct mail (including email and social media platforms), grants, events and other; work to increase annual fundraising across the board by 5-10%

- Board Development
 - Work with CEO to identify new board member prospects
 - Assist the CEO and advise Chair of the Board and Chair of Development Committee on proper strategy and assignment of Board leadership to cultivate major gifts, contributions to annual funds and sponsorship
 - Donor Stewardship
 - Plan and execute meaningful experiences for donors

- Major Gifts and Planned Giving
 - Work with CEO and Board to establish list of new prospects with affinity for arts and culture, and specifically, symphonic music
 - Grow the major gifts program with ongoing identification, cultivation and solicitation of major donors
 - Design and implement annual major donor stewardship program
 - Work closely with CEO and newly established planned giving advisory committee to fine-tune details and execute the program

- Symphony League
 - Serve as main liaison between staff and volunteer league

- Events
 - Coordinate, at minimum, one large fundraising event per year
 - Serve as internal/staff representative for all event planning committees
 - Plan and execute all in-house receptions and events

- Oversee fundraising database (CSO currently uses Blackbaud's SRO and Financial Edge modules) and gift tracking systems, including implementation of gift recognition process

- Other duties, as required

Please email cover letter, resume and salary requirements to jobs@cantonsymphony.org