

**DIRECTOR of DEVELOPMENT
SANTA ROSA SYMPHONY ASSOCIATION**

JOB ANNOUNCEMENT

Date: June 2, 2010

COMPANY: Santa Rosa Symphony
JOB TITLE: Director of Development
Full time Salary / Exempt
REPORTS TO: Executive Director
SUPERVISES: part time portion of executive assistant and development/marketing associate and volunteers

JOB LOCATION: Santa Rosa, CA (downtown)
BEGINS: July 2010
COMPENSATION: Salary range commensurate with experience, + comprehensive benefits including medical and dental coverage

To Apply:

Submit a cover letter, resume and salary history to asilow@santarosasympphony.com or mail to:

Attn: A. Silow/Development
Santa Rosa Symphony Association
50 Santa Rosa Avenue, suite 410
Santa Rosa, Ca. 95404
Website: www.santarosasympphony.com

No phone calls please.

Deadline: July 30, 2010

JOB SUMMARY:

The Director of Development is responsible for achieving the contributed revenue goals of the Association through the development, management, implementation, and evaluation of all fund-raising activities. To that end, the Development Director manages staff and volunteers in planning and executing all annual, sponsorship, capital, endowment, and planned giving programs, as well as fund-raising events and benefits.

QUALIFICATIONS:

The ideal applicant will have the following qualifications:

- Show demonstrated success in fund-raising.
- Minimum of a Bachelor's degree and minimum of four years experience of nonprofit fundraising/development experience, preferably in the arts with significant foundation and high donor fundraising experience.
- Interest, enthusiasm, and affinity for fundraising and working with people.
- Proven management, supervisory and leadership capabilities
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- PC computer and MS Office literacy and familiarity with database management tools.
- Ability to develop and manage budgets, prepare financial reports and work within budgetary constraints
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Of great importance must have a flexible work schedule and be willing to work a number of weekends and evenings.

JOB DUTIES AND RESPONSIBILITIES:

Fund Development

- Plan, manage, and implement all phases of the Annual Fund campaign, with considerable personal interaction on soliciting major donors; oversee the solicitation and acknowledgment process; monitor progress toward goal(s) and make adjustments as needed.
- Work with Fund Development Committee to develop and direct a year-round program to cultivate new prospects and seek out new funding opportunities.
- Develop and implement a corporate sponsorship program; research and identify potential sponsors; prepare proposals and work with Fund Development Committee to identify matches between Association's program and each company's interests.
- Identify foundation and government grant opportunities; prepare grant applications for corporation, foundation, and government agencies; write reports and back-up materials to support each application; follow up on each proposal.
- Work with volunteers to plan the annual Gala and other events as necessary; participate in establishing the budget and oversee the execution of each event.
- Oversee the development and production of all materials used to support the Association's fund-raising events and campaigns.
- Develop an ongoing planned giving program and active endowment plan; play leadership role with Fund Development Committee to identify, cultivate and solicit prospects; and educate them on how to incorporate gifts to the Association into their estate planning.
- Provide strategic guidance and planning to the Green Music Center Finale Committee; develop campaign prospect list; organize and participate in leadership solicitations; meet with volunteers to review strategies and track progress; attend committee meetings, as needed.

Budgeting and Planning

- Assist the Executive Director and Fund Development Committee in establishing appropriate goals for the Annual Fund and all other fund-raising campaigns deemed necessary (endowment, capital, planned giving, etc.) each year.
- Develop a plan for achieving those goals and establish a master calendar that outlines all fund-raising events and campaigns; coordinate all activities with the Association's master calendar.
- Prepare and justify detailed annual development budget incorporating each event and campaign; monitor the progress of each, make reliable forecasts as requested and adjust plans when necessary.
- Work closely with the Executive Director and other designated staff in long-range planning for the Association; prepare budget projections as needed.

Board of Directors

- Provide staff assistance to the Fund Development and Gala Committees of the Board.
- Report to the Board and Executive Committee through the Executive Director on progress of all fund-raising events and campaigns; provide other reports and statements as requested.
- Develop Board and volunteer leadership through participation in Fund Development Committee and Governance Committee meetings and ongoing donor cultivation efforts; participate in identifying and recruiting new leadership.
- Recommend fund-raising policies and procedures to the Executive Director and Board to build a year-round development program that demonstrates the highest standards of professionalism and ethical conduct.

Administrative

- Organize staff and volunteers to carry out all fund-raising campaigns and events; evaluate effectiveness of each campaign.
- Become familiar with and utilize SRS donor software program and reporting
- Oversee the maintenance of all donor files and records; develop and administer all donor benefits programs in accordance with IRS guidelines.
- Provide periodic accurate progress reports on all campaigns; prepare listings and financial statements as needed by the Board and staff.
- Serve as part of the senior management team to assist the Executive Director in setting and implementing administrative and artistic policies established by the Board.
- Hire, train, manage, and evaluate the performance of all development staff, including interns and volunteers.

Other

- Develop and maintain internal and external contacts to optimize fund development efforts.
- Maintain ongoing stewardship contact with contributors, corporate sponsors, and business and community leaders.
- Support Board and staff efforts to solicit in-kind contributions.
- Keep abreast of recent tax changes as they affect fund-raising; maintain a collection of current fund-raising resource materials.
- Attend other civic and cultural events in the community; represent the Association by speaking at public events as requested.
- Perform other duties as assigned by the Executive Director.