

# Southwest Florida Symphony Orchestra

## Director of Development

**JOB TITLE:** Director of Development

**REPORTS TO:** Executive Director

**Type of Employment:** Salaried, full time

### Position Overview

The Director of Development leads building the orchestra's capacity for the future through the planning and implementation of all fundraising activities, including annual fund drives, corporate sponsorships, endowment/planned giving, capital campaigns, grant applications, and new initiatives. The Director of Development works closely with and reports to the Executive Director, the president of the board of trustees and the chair of the Southwest Florida Symphony Orchestra Endowment Foundation to determine goals and budgets for fundraising activities and to seek out additional funding opportunities. The Director of Development establishes relationships with grant-making foundations and corporations, local and federal government agencies that provide arts funding, interacts with donors, business and community leaders in cultivation of new prospects, and supervises staff and volunteers in the execution of fundraising initiatives. The Development Director also sits as an advisor to and member of the symphony's Development Committee.

### **Development Responsibilities**

#### Individual and corporate gifts

- Corporate sponsorship pursuit in conjunction with board & development committee members
- Oversee individual giving through:
  - Identifying and developing relationships with potential donors
  - Maintaining relationships with current donors
  - Working with patron relations staff on sending timely and proper acknowledgement for donations
  - Develop strategy for, create and manage mail/e-mail fundraising campaigns
- Negotiating corporate in-kind sponsorships
- Overseeing grant writing in collaboration with contracted grant writer
- Grant opportunity research
- Program ad sales management with Patron Relations and Marketing Manager and development committee
- Fundraising event planning and coordination
- Planned giving pursuit in conjunction with the Southwest Florida Symphony Endowment Foundation board
- Oversee private clubroom events at our primary concert venue, Barbara B. Mann Performing Arts Hall

## Major Gifts

- Assume full responsibility for all major gift programs; identify, cultivate and, in conjunction with the Board of Trustees and Development Committee, solicit individual donors, foundations, and corporations
- Maintain personal interaction with major donors and board members, and participate in fundraising events
- Work with the Executive Director, Development Committee and financial staff to establish objectives and set goals
- Demonstrate knowledge of fundraising, of laws and regulations related to donations, and maintain familiarity with the orchestra's database management tools.

## Special Events

- Coordinate and facilitate the orchestra's special events, such as galas, pre- and post-concert receptions, sponsored events, and special luncheons and dinners
- Assume responsibility for details involved in executing events and act as a liaison to special committees, the Symphony Society, and staff
- Coordinate the fundraising and sponsorship aspects of events

## Planned Giving

- Focus on deferred, planned, and endowed gifts to the orchestra and the Southwest Florida Symphony Orchestra's Endowment Foundation
- Help expand the range of planned giving opportunities, while identifying and cultivating prospects
- Maintain personal interactions with donors, helping them to set and meet goals for endowed gifts, to design gift opportunities such as endowed orchestra chairs, and with other professionals such as accountants, estate planning attorneys and financial planners to educate them on how to incorporate gifts to the orchestra into their estate planning
- Interface with management, the Endowment Foundation board, the financial staff and the Development Committee to establish goals and manage planned giving programs, including maintaining regular contact with and providing acknowledgement to donors
- Maintain knowledge of fundraising, financial planning and IRS regulations, and familiarity with database management tools

## Foundation and Government Relations

- In conjunction with the Development Committee and any Government Relations subcommittee, focus on identifying foundation and government grant opportunities for the orchestra
- Supervise grant applications and requests, acknowledgment of gifts, and tendering of required reports
- Cultivate positive relationships with foundations and government agencies that support the arts, interact with senior management and board members to identify prospects, and with civic leaders to forge positive partnerships
- Maintain familiarity with foundations and government agencies that support the arts, and knowledge of the grant-making process
- Assume responsibility for all major gift programs, identifying, cultivating and soliciting individual donors, foundations, and corporations
- Work with the Executive Director, Development Committee and financial staff to establish foundation and grant funding objectives and set goals

*This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills require. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.*