

Development Director Position Description

The Wilmington Symphony Orchestra in Wilmington, North Carolina seeks an experienced Development Director who is creative, organized, goal oriented, confident, and passionate about arts and their affect on a growing Region, and who possesses a steady temperament, outgoing personality, high energy level and good sense of humor. This is a new full-time exempt position requiring some evening and weekend work.

The Development Director collaborates with the Board of Directors and Executive Director to create an annual fund development plan that will increase revenues to support the Wilmington Symphony's mission and strategic plans.

The Development Director is responsible for overseeing implementation of a strategic approach to fundraising which will include donor stewardship and prospect research, major gifts and sponsorships, individual and corporate donations, grant writing and reporting, and in-kind support. She or he is also responsible for overseeing special events and for utilizing information technology and software to support fundraising efforts.

Reporting to and in partnership with the Executive Director, the Development Director will spearhead development efforts as the Wilmington Symphony Orchestra continues to grow. Because this is a new position within the organization, the Director will have the opportunity to build the development function.

Founded in 1971, the Wilmington Symphony Orchestra has served Wilmington, North Carolina and the Cape Fear Region for 47 years. With a projected annual operating budget of \$450,000, the Orchestra performs seven concerts, (five Masterworks Series and two Pops), and produces an array of unduplicated youth education programs including a regional Youth Orchestra, Junior Strings, and Young Artists Competition. The Wilmington Symphony recently moved its concerts to a new 1,500-seat performance venue in downtown Wilmington. Significant audience growth and successes with community engagement initiatives have necessitated the addition of a full-time Development Director to the Orchestra's staffing. The Wilmington Symphony has both an endowment fund and donor-endowed chair fund. A planned giving campaign and capital campaign will likely launch to coincide with the approaching 50th anniversary season.

Qualifications

- BA (required); MA (a plus); CFRE (an asset)
- Five-plus years' experience in development with proven results
- Demonstrated excellence in organizational, managerial, and communication skills
- Solid skills in a PC based environment in Word, Outlook, Excel and PowerPoint
- Knowledge of donor software is essential; familiarity with GiftWorks is a plus
- Knowledge of federal and state legislation affecting charitable organizations
- A professional and resourceful style; the ability to work independently and as part of a team, to take initiative, and to manage multiple projects
- Familiarity with symphony orchestras or the cultural arts environment is also a plus

Primary responsibilities include:

1. Create and execute a strategy to secure financial support from a large sustained base of annual individual donors, foundations and corporations;

2. Plan, organize and implement in accordance with ethical fundraising principles a comprehensive annual fundraising program that includes an annual campaign, direct mail appeals, special fundraising events, sponsorships, grant awards, an endowment fund and planned giving program;
3. Coordinate the design, printing and distribution of development and fundraising materials, including an Annual Report; Evaluate effectiveness;
4. Manage donor software and ensure accurate data entry, gift processing and correspondence;
5. Develop a Prospect Research methodology that supports and advances all areas of fundraising and development;
6. Foster an understanding of philanthropy within the Board and organization; Maintain appropriate collaborative relationships with other staff and Board members, and provide professional support with board members' financial development work;
7. Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization;
8. Develop and maintain ongoing relationships with major donors;
9. Build relationships with community stakeholders to advance the mission and fundraising goals of the Wilmington Symphony.

Starting salary range is mid-40's. Benefits include 100% employer-paid health insurance premiums. Interviews will begin week of June 11th; position open until filled. A start date between July 15th and August 1st is preferred.

TO APPLY

Email resumé, cover letter, at least 3 professional references, and fundraising writing sample to subject line: DEVELOPMENT at info@wilmingtonsymphony.org **by June 8, 2018, 11:59 pm.** to be considered. **No phone calls please.**

The Wilmington Symphony Orchestra is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. Submitting an application does not constitute a promise or guarantee of employment.