



LAWRENCE GOLAN
THE JODY & LOUIS APPELL, JR. MUSIC DIRECTOR

DEVELOPMENT DIRECTOR

Job Description

REPORTS TO: *Executive Director*

HOURS: *Full-time*

JOB SUMMARY

The Development Director is responsible for leadership, strategic direction, management, and coordination of all fundraising efforts that increase the York Symphony Orchestra's financial support from individuals, corporations, foundations, and other sources – commonly referred to "contributed income". This position is responsible for identifying, cultivating, and soliciting all types of donors. (*Monthly, one-time, legacy/major, etc.*) Responsibilities include establishing and maintaining strong donor relationships, researching, and identifying new funding opportunities (*corporate, foundation and individual*), developing, and maintaining close working relationships with the philanthropic community, individual and corporate donors, board members, staff, and volunteers.

The Development Director is a member of the YSO's senior management team and provides key strategic advice and input to assist the Board in supplying the vision and information needed to adopt constructive, progressive, and practical plans for the continued financial development of the organization and the continued enrichment of the musical life of the community. In conjunction with the Development Committee of the Board of Directors, the Development Director shall be responsible for the development, management, implementation, and evaluation of an overall fund-raising program.

The Development Director's required skills include managing people, relationships, and budgets; ability to gain the support of various constituencies; excellent verbal and written communication skills and editing ability; ability to draft and file grant applications, ability to implement major gift, annual gift, corporate and foundation giving and manage direct mail and special events.

RESPONSIBILITIES

Fund Raising and Development

- Guide the activities of the Board and staff in establishing goals for all fund-raising campaigns including, but not limited to, the Annual Fund, Holiday Appeal, Give Local York, Endowment Campaign, Planned Giving (*Legacy Giving*), Corporate Sponsorship, Advertisers, Grant Writing (*Restricted and Unrestricted*), Monthly Giving, and any other fund-raising related opportunities.
- Work with the Executive Director, Philanthropy Director, and Development Committee of the YSO Board to set goals for the Annual Fund. Assist Philanthropy Director and Board Members as they actively participate in Annual Fund solicitations and other development-related activities.



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- Recommend fund raising policies and procedures to the Executive Director and Board of Directors to build a coordinated year-round fund-raising program.
- Provide strategic guidance and leadership for the Endowment campaign and assist in the development of campaign prospect lists.
- Organize, participate, and assist Board volunteers in leadership solicitations; meet with volunteers to review strategies and track progress and attend Development and Governance committee meetings as needed. (*Work with Development Committee Chair to produce Agenda; takes Governance Committee Meeting Minutes*)
- Assist and participate in the development of an ongoing planned giving program (*Legacy Giving*), working with committees and members of the Board to identify, cultivate and solicit prospects.

MARKETING & ADVERTISING

- Provide advice and assistance to Executive and Marketing Directors regarding identifying prospective advertisers and in contacting businesses for placement of ads in the YSO Program Book.
- Participate, as needed, in the development, review and production of materials used to support YSO's branding and marketing campaigns.
- Continue to refresh Monthly Giving, Legacy Giving, and Annual Fund Calendars of Touch Points.

ORCHESTRA & OFFICE ADMINISTRATION

- Advise the executive Director, Development Committee, and Board of Directors on matters within the Development Director's scope of responsibilities.
- Serves as primary staff person to the Development Committee and Governance Committee, as well as attending most Finance Committee, Executive Committee and Board meetings.
- Ensure that all contributions and support actions are acknowledged.
- Develop Board and volunteer leadership through participation in development meetings and on-going donor cultivation efforts.
- Oversee the maintenance of all donor files and records. Assist the Executive Director and independent auditors with annual audit process.
- Recommend and develop all donor benefits programs.
- Support Board and volunteer efforts to solicit in-kind contributions.

OTHER

- Develop and maintain relationships with local business and arts leaders.
- Assist Philanthropy Director and YSO staff in planning for the 100th Anniversary of the YSO (2032) by securing donors for general and/or specific support for that particular season.
- Work to enhance public understanding of and support for the unique community role of the York Symphony Orchestra and Chorus.
- Assist the YSO's involvement in community engagement while promoting our orchestra's diversity, equity, and inclusion.
- Promote community concerts and provide complimentary tickets to Major Donors, etc.
- Maintain a liaison with retirement and lifecare facilities in the region and develop meaningful relationships with management and residents.
- Assist Philanthropy Director with Annual Donor Events.
- Other duties as assigned.



QUALIFICATIONS

- Bachelor's Degree Required or Relevant Experience
- Experience in performing arts operations & personnel management, preferably with an orchestra.
- Excellent skills at prioritizing short and long-term tasks and goals
- Independently motivated, proactive, and flexible.
- Tact, attention to detail, and diplomacy.
- Systematic organizational skills
- Able to address a broad range of tasks in a fast-paced environment over long periods of time.
- Proficiency in MS Office and MS SharePoint

COMPENSATION

Full-time salary commensurate with experience (\$68,000 - \$75,000)

Currently, a Monthly Health Insurance Stipend is Available to Full-Time Staff

Generous PTO Package Available to Full-Time Staff

EFFECTIVE DATE

Immediate upon engagement

APPLICATION PROCESS

Please submit the following in PDF format only via email to
Anthony Wise, Executive Director (awise@yorksymphony.org)

- Cover letter (include where you heard about the position)
- Resume (include 3-4 references with email and phone numbers)
- Salary history/requirements/expectations

APPLICATION DEADLINE

Position will remain open until filled.

MORE INFORMATION at www.yorksymphony.org

The York Symphony Orchestra is an Equal Opportunity Employer (EOE) and does not discriminate based on race, color, religion, nationality, age, disability, genetics, sexual orientation, or veteran status.



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