

Position: Director of Development

Location: Annapolis Symphony Orchestra, Annapolis, MD

Reports to: Executive Director

Status: Full-time, Exempt

Job Summary:

The Director of Development leads all aspects of fundraising for the Annapolis Symphony Orchestra (ASO) and the Annapolis Symphony Academy (ASA) including annual operating and special campaigns, grants and foundations support, corporate investment, and individual and planned giving. The Director plays a pivotal role in cultivating relationships with donors, sponsors, and community partners to support the Symphony's mission and long-term financial sustainability. Reporting to the Executive Director, the Director of Development collaborates regularly with ASO staff and the Development Committee of the ASO Board of Trustees to ensure fundraising goals are met and align with the organization's strategic priorities.

Main Responsibilities:

Fundraising Strategy and Execution:

- Create, oversee, and manage the ASO's fundraising strategy under the direction of the Executive Director, and in collaboration with ASO staff and the Development Committee of the Board of Trustees.
- Serve as the ASO's fundraising subject matter expert for donor relations, individual/corporate sponsorships, and planned giving.
- Create annual fundraising plans, goals, and budgets in support of ASO programming including but not limited to overseeing and implementing the end-of-year appeal, subscription renewal campaign donations, musician sponsorship program, and other annual support goals and activities.
- Oversight for and attendance at major donor events, including but not limited to Music at Midmorning, Dress Rehearsals, Crescendo Club, Opening Night, Musician Sponsorship Dinner, and Annual Donor Events.
- Maintain a portfolio of donors and prospects, stewarding them through the fundraising cycle of identification, cultivation, solicitation, and stewardship.
- Database management for donor contacts including tracking and recording relationships and gifts made.
- Execute daily strategies and processes to achieve annual fundraising goals.

Partnership and Collaboration

- Proactively engage with donors and prospective donors to develop and sustain favorable relationships for the advancement of the ASO.
- Work with ASO's Executive Director to develop and implement capital, individual, corporate, and planned giving campaigns.
- Serve as the staff liaison to the Board of Trustees' Development Committee to create synergies to build and achieve the fundraising program. The Development Committee serves a supporting role to the Director of Development..
- Work with other ASO and ASA staff on organization funding priorities, including but not limited to Marketing & Communications to ensure a coordinated approach to stakeholder communication, the Annapolis Symphony Academy team on educational initiatives, and the Director of Artistic Operations to cultivate relationships between musicians and donors.
- Serve as the staff liaison to the Friends of the Annapolis Symphony Orchestra, ASO Alumni committee, and other prospective donor groups.
- Mentor and support ASO and ASA staff, volunteers, and trustees on annual fund raising strategies.

Organizational Leadership

- Develop, monitor, evaluate, and report on program performance utilizing metrics, industry trends, and best practices.
- Develop, monitor, and manage expense and revenue budgets pertaining to Development activities.
- Manage the timely and effective delivery of benefits to donors at all levels.
- Create a calendar of donor communications in concert with the Executive Director and the Director of Marketing & Communications, including regular updates, annual fund appeal strategy, annual reports, and other communications.
- Provide data and metrics of success for the annual report of the ASO in collaboration with the Executive Director, staff, and Board.

Professional Experience and Qualifications

- Bachelor's degree required;
- Minimum of 5-7 years of experience in development, with a proven record of accomplishment in fundraising, preferably in the arts or non-profit sector.
- Demonstrated success in major gift solicitation and donor cultivation.

- Strong analytical and management skills, critical thinking, problem-solving and business acumen.
- Exceptional communication and interpersonal skills, with the ability to build relationships with diverse stakeholders, including board members.
- Highly organized and detail-oriented, with the ability to manage multiple projects and deadlines.
- Proficiency in fundraising software and donor management systems, Patron Manager preferred.
- Passion for the arts and a commitment to the mission of the Annapolis Symphony Orchestra.

Additional Information:

- Expected work hours are typically 40 per week with flexibility for evening and additional weekend events crucial to achieving development goals. ASO currently operates with a hybrid work schedule.
- Compliance with standard ASO workplace policies with allowances for specific donor-related needs.

Best Consideration Date: November 1, 2024

Salary & Benefits:

This salary range for this position is \$70,000-\$85,000 commensurate with related experience. Potential for bonus pay based on achievement of specified fundraising goals. ASO offers competitive benefits including health insurance, life insurance, PTO, paid holidays, parental leave, and a hybrid work environment.

How to Apply:

Interested candidates should submit a cover letter detailing their qualifications and a current resume to HR@annapolissymphony.org. Applications will be reviewed upon receipt and continue until the appropriate candidate is selected. No phone calls, please.

ASO is an equal opportunity employer, committed to diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSTING

- ASO website
- League of American Orchestras
- Musical Chairs
- Idealist
- Indeed
- [Maryland Citizens for the Arts \(MCA\)](#)
- Greater Baltimore Cultural Alliance
- LinkedIn
- Chronicle of Philanthropy
- [Marylandnonprofits.org](#)