

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 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 organization'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
 - Assist in grant writing in collaboration with Executive Director and support staff
 - Grant opportunity research
 - Program sponsorship management with and Marketing Manager and development committee
 - Fundraising event planning and coordination
 - Planned giving pursuit
 - Oversee private events, receptions

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 organization's database management tools.

DEVELOPMENT RESPONSIBILITIES CONT.

Special Events

- Coordinate and facilitate the organization'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, volunteers, and staff
- Coordinate the fundraising and sponsorship aspects of events

Planned Giving

- Focus on deferred, planned, and endowed gifts to the organization and the endowment funds
- 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 board, the 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 the Executive Director focus on identifying foundation and government grant opportunities for the organization
- Assist with 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 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 required.

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.

SALARY


Salary Range is dependent upon experience and education:

\$40,000-\$50,000 Start date: Immediately

TO APPLY

Please send the following to the Executive Director: Cover Letter, 1-2 page resume with three references. Executive Director: Katie Perez, kperez@orchestraindiana.org

CONTACT

 (765) 216-0970

 orchestraindiana.org

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