



Director of Development – Position Description

The Bozeman Symphony is looking for a full-time Director of Development to lead organization efforts to raise vital funds in support of its mission. Each concert season the Symphony presents a repertoire of symphonic and choral music performed for the benefit of individuals, students, and musicians in south-central Montana. Performances and events include (1) a series of classical subscription concerts, (2) performances aimed at engaging and attracting new audiences under the umbrella of “*Bozeman Symphony Presents*,” and (3) a strong desire to increase our summertime music presence and community engagement programs. The Bozeman Symphony Orchestra and Symphonic Choir have established themselves as significant cultural icons in Montana, whose history is marked by artistic excellence.

General Summary: A leadership position on the Symphony’s administrative team, the Director of Development works closely with staff, board, and patrons in a coordinated effort to raise contributed revenue goals annually. Reporting to the Executive Director, the Director of Development will establish the organization’s first fully dedicated development program. The Director of Development is responsible for articulating, planning and overseeing the implementation of the organization’s development plan for all sources of contributed revenue: from board members, individuals, and foundations, as well as corporate and government funding to benefit the organization’s mission. The Director of Development has the important responsibility of establishing and maintaining relationships with donors, stewarding and honoring each donor’s giving wishes and capacity. This critical role builds the organization’s financial capacity to invest in exceptional talent, create remarkable performances, expand community engagement, education and collaboration and to build a stronger and more sustainable Symphony.

Key Accountabilities:

Planning & Program Leadership

- Work with Executive Director, and Board Development Committee to establish and meet annual fundraising objectives and goals.
- Create and implement an annual development plan in partnership with the Executive Director.
- Develop and lead fundraising strategies together with the Executive Director and Board Development Committee, based on recommendations from our fundraising audit.
- Direct comprehensive fundraising campaigns to produce approximately \$1 - \$1.4 million in annual operating support with the goal to raise significant additional

funds for organizational growth over the next 5-10 years. This includes the following programs:

- Annual Fund
 - Concert Sponsorships
 - Grants
 - Major Gifts
 - Corporate Fundraising
 - Special Campaigns
- Establish and manage Development related policies and procedures of the organization.
 - Oversee and supervise Development staff, work with outside partners as appropriate.
 - Work with event consultants and gala committees to plan annual fundraising events and oversee the execution of all cultivation events.
 - Utilize donation management software that aligns with strategic growth initiatives; oversee staff responsible for data entry, gift processing and recognition, and timely collection of accounts receivable.

Donor Identification & Cultivation

- Develop, maintain, and build relationships with current donors, Board of Directors, musicians, leadership team and community leaders.
- Research and identify potential funding sources from private, family, community, and corporate foundations, as well as from corporations, and government agencies.
- Participate in stewardship, prospecting, and fundraising events throughout the season, to include welcoming and engaging with donors by hosting the donor lounge during performances and post-concert receptions.

Personal Portfolio Management & Solicitation

- Successfully manage and secure gifts from a portfolio of donors and prospective donors.
- Lead the Symphony's major gift programs using moves management techniques to identify, cultivate, solicit, and steward individual donors, foundations, and corporations.
- Prepare and submit grant and sponsorship proposals for funds, working with and delegating to development staff as appropriate.

Supporting the Development Activities of Symphony Leaders

- Arrange donor meetings for Symphony leaders, participating when appropriate; oversee the annual Development calendar.
- Manage and support Executive Director's and Music Director's engagement with prioritized donors.
- Work closely with the Chair of the Development Committee and committee personnel. Help staff the Committee, prepare reports, strategize committee engagement and maximize each committee member's contributions.

- Attend other civic and cultural events in the community; represent the Bozeman Symphony as requested.

Other Essential Duties

- Assist Executive Director in related work as assigned.

Requirements: The Director of Development must demonstrate high regard for and commitment to the arts in Gallatin Valley and nationally. The successful candidate will be highly organized, a strong communicator, collaborative, a self-starter, take initiative to meet goals, and possess a high level of personal and professional integrity and maturity. He or she will have the ability to confidently lead a successful fundraising program including strategic planning, goal setting, implementation, and evaluation to meet performance metrics, along with the ability to speak and write persuasively about the Bozeman Symphony and its value to the community.

Minimum Requirements

- Bachelor's degree or relevant experience, Master's degree preferred.
- Demonstrated success with a minimum of five years proven experience in fundraising including soliciting major gifts, planning, and implementing a development strategy and leading a development team to meet budgetary goals; CFRE certification desirable.
- Strong persuasive writing and budgetary skills
- Knowledge of and experience with planned giving and prospect research.
- Excellent interpersonal skills; an excellent manager and leader; a visionary and strategic thinker who is goal oriented.
- Familiarity with foundations, government agencies that support the arts, and knowledge of grant-making processes.
- Demonstrated knowledge of laws related to donations, and knowledge of financial planning and IRS regulations.
- Familiarity with fundraising trends at local and national levels.
- Familiarity with database management tools.
- Ability to initiate and build relationships with prospective donors and interact via telephone, online and in-person with funders, must be an excellent networker.
- Possess high standards of integrity, credibility, and reliability; Ability to maintain a high level of poise and professionalism in all circumstances.
- Strong computer skills with proficiency in MS Office (Excel, Word, Outlook).
- Availability to work concert weekends and special events.
- Ability to meet the physical demands of the position, including but not limited to being able to lift up to 30 pounds.

Compensation: \$75,000 – 95,000 annually, DOE

Job Type: Full-time, exempt position

Benefits: Paid vacation; paid holidays (including Fridays off following performance weekends at Willson Auditorium); paid sick days; medical & vision insurance; simple IRA after one year; complimentary tickets to performances and events (when available); flexible schedule.

To Apply: Please submit cover letter, resume, and three professional references to employment@bozemansymphony.org. The position is open until filled with priority given to materials submitted by January 31st. Submissions without the requested materials will not be reviewed. *The Bozeman Symphony is an Equal Opportunity Employer.*