

Director of Development

Company: Youth Symphony of Kansas City

Date Posted: March 23, 2018

Youth Symphony of Kansas City is pleased to welcome applicants for the full-time Director of Development position.

Position Title: Director of Development
Structure: Full-Time, exempt
Supervisor: Executive Director
Supervises: Advancement Associate (part-time)

Candidate Summary

Beaming, personable, endearing. Listener, connector and communicator. You possess a deep appreciation for kids, music and making meaningful experiences possible through the generosity and goodwill of others. You are committed to providing exceptional care and service to constituents and have an infectious enthusiasm for the promise that high-quality music education brings to the community.

Position Summary

The Director of Development oversees and is responsible for the entire effective execution of the Youth Symphony of Kansas City organization's contributed revenue strategy. Key relationships include individual donors, foundation officers, board members, program alumni and participating families. The Director of Development works collaboratively with the Executive Director to define and achieve contributed revenue goals. A part-time Advancement Associate also reports to the Director of Development.

Primary Duties

Fund Development

- Responsible for creation and successful execution of the organization's entire contributed revenue strategy – approximately 50% of total annual operating revenue
- Identify opportunity for contributed revenue from prospective individuals, corporations, foundations and government sources; create and execute strategy to secure such gifts and achieve campaign goals
- In coordination with Board of Directors, lead an individual cultivation program to expand organization awareness among philanthropists
- Maintain and develop relationships with foundation officers, compose grant proposals and reports on an ongoing basis
- Plan, execute and attend all donor-related initiatives including meetings, receptions, events, etc.
- Create a comprehensive development calendar
- Serve as primary staff contact for Development Committee; work collaboratively with Board leadership and Executive Director in defining and steering the priorities of the committee
- Plan and execute annual appeal and other special appeals/campaigns
- Develop and maintain alumni communications and stewardship strategy

Management

- In coordination with Executive Director, shape appropriate, achievable contributed revenue goals to be used for annual budgeting and campaign purposes, based upon program and organizational needs and growth
- Oversee the work and priorities of the Advancement Associate; review and guide priorities of alumni and parent affinity groups
- Direct the design of all development mailings and materials, ensure consistency among materials and messaging

Administrative/Other

- Attend and provide written and/or oral reports at meetings of the Board of Directors and other committees
- Coordinate with Operations staff to engage student musicians for special functions
- Attend concerts and special events
- Perform other duties as assigned

Desired Qualifications

- **REQUIRED:** Bachelor's degree, a minimum of five years of successful previous professional fund development experience within a non-profit organization
- Accountable and professional
- Excellent oral and written communication skills; excellent interpersonal and listening skills
- Previous experience in writing grant materials and in building cases for support
- Ability to initiate relationships with constituents at all levels: donors, participating musicians and parents, alumni, business leaders and community members
- Ability to initiate relationship-building calls to prospective and past constituents
- Sense of humor, flexibility
- Advanced computer abilities or ability to become proficient in Microsoft Excel, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Google Apps, Salesforce; working knowledge of general database management principles

Compensation, Benefits and Workload

Compensation: \$54,000, starting

Benefits: Youth Symphony of Kansas City is a family-friendly workplace with flex-time and family leave provided as necessary. Long Term Disability insurance is available (employee opt-in, employee paid)

Workload: This position is a full-time, salaried position, with a general workweek structure of 9 a.m. - 5 p.m., Monday-Friday. Evening and weekend hours – in particular, Sunday afternoons – are required intermittently and counted as flex-time from within the regular workweek. Offers of employment are conditional upon a successful criminal background check. This process will be executed during the final stages of the hiring process.

To apply: Send a letter of application, resume and a minimum of one personal and three professional references via email to hr@youthsymphonykc.org. Materials should be in PDF or Microsoft Word format. No phone calls, please. Applications are held in strict confidence.

Application Deadline: Monday, April 9, 2018

EOE

Organization Summary

Youth Symphony of Kansas City is a vibrant music education organization that provides enhanced orchestral experiences and builds the present and future classical music community. Through its four full orchestras and string programs, 450 students participate in the 2017-18 season, bringing live symphonic music to more than 15,000 annually in free concerts throughout the Kansas City Metropolitan Area. The organization celebrates its 60th Anniversary Season in 2018-2019.

Students audition annually to participate in the program. In the most recent audition cycle, more than 700 musicians auditioned. Students perform concerts for community-wide audiences in cherished venues such as Helzberg Hall at the Kauffman Center for the Performing Arts, the Folly Theater, Yardley Hall, the Gem Theater and others throughout the area. In April 2015, the organization relocated its administrative offices to the bustling Crossroads Arts District. In June 2018, 100 musicians will participate in the Youth Symphony's Austria Tour – its second international tour in three years.

At a time when some smaller arts organizations have struggled, Youth Symphony of Kansas City is thriving with steadily increasing interest in its programming, a commitment to engaging in new collaborations and a history of quality educational experiences and fiscal responsibility.