

SANTA BARBARA symphony

NIR KABARETTI, Music & Artistic Director

DIRECTOR OF DEVELOPMENT

This position is full-time, exempt, with an annual salary of \$80,000. Benefits include paid time off, sick time, health insurance

JOB DESCRIPTION

Reporting to the CEO, the Development Director is a key member of the leadership team; collaborating with the Director of Marketing and Director of Music Education. The position oversees a FT Development & Database (Tessitura) Manager, PT Grants writer, Planned Giving consultant, and other contractors as needed.

The Symphony has a proven track record of raising approx. \$1.7million annually in individual giving, corporate sponsorships, grants and events. Additionally, the Symphony has a \$5M Endowment and robust planned giving program. COVID-19 has increased the necessity to create growth in contributed revenue by approximately \$800,000.

Core duties include:

Increase Individual and Corporate Giving

- Responsible for driving \$2.5 million in contributed revenue annually to reach contributed revenue and organizational goals.

Strategy, Plan Creation, Cultivation, Acquisition & Solicitation, Stewardship

- Create and execute a multi-faceted, short and long-term development plan; maximizing and leveraging artistic offerings.
- Create written solicitation, stewardship and donor cultivation strategies and tools, as well as those for concert events, open rehearsals, receptions, dinners, luncheons, Youth Symphony, etc.
- Create compelling fundraising materials and communications that build a strong, compelling case for support.
- Grow a major gifts program (\$2,500 level and above) including identification, cultivation and solicitations of major donors.
- Collaborate with Marketing to create new donor (\$2,499 level and below) acquisition campaigns.
- Work with the CEO to identify and solicit a broad range of sponsorship opportunities and benefits.
- Create, develop, and enrich donor relationships in partnership with the CEO and Board of Directors.
- Activate the CEO on a daily basis for Major Giving; by providing call sheets, updates that can be forwarded to the Board of Directors and messaged externally.
- Seek out and leverage relationships to reveal new funding opportunities

- Create multi-year solicitation & stewardship plans for donors; based on historical data, wealth screening and relationship-building
- Grow the Corporate Giving Program.

Management

- Create and ensure the execution of donor gift acknowledgements
- Ensure all donor records are up to date and accurate
Empower and energize the staff by establishing clear road-maps for, and celebrations of, success
- Create and manage benefit fulfillment program
- Manage the success and professional development of direct reports including a Development Manager/Data Base Manger and Grant Writer, providing clear direction, strategy and vision to attain institutional goals.
- Create and oversee the production of weekly, contributed revenue reports by category against budget
- Work with finance to ensure accurate reporting, reconciliation and timely collection of pledges.
- Analyze current development reports to evaluate and modify to ensure efficient and effective communications.
- Ensure accurate records in our databases and confirm institution-wide compliance reflecting all terms.

Fundraising Event (virtual or in-person) Management

- Plan, coordinate and manage fundraising events
- Grow and strengthen committees related to maximizing philanthropic revenue from the regional business community and other opportunities to expand business relationships.
- Seek advanced underwriting for other expense categories, including donor events, virtual events, post-concert and intermission receptions, First-Time Subscribers Reception, and other activities.

Oversee Grant Writing

- Maintain and expand Foundation and Government funding relationships and oversee successful grant applications and expansion of support.

Oversee Planned Giving

- Steward and market the Symphony's Heritage Society program

MINIMUM REQUIREMENTS

- Minimum 4 years of non-profit Development experience; with an emphasis on individual giving
- Proven track record in creating successful Annual Fund campaigns
- Superb written and verbal communication skills;
- Social media savvy, ease in working in Excel, Word, PowerPoint
- Ability to thrive in a fast-paced, hands-on, nimble environment
- A love of connecting the community to opportunities
- A desire to help others do their best work
- Superb organizational skills
- Experience with developing and managing budgets
- Bachelor's Degree
- The successful candidate cherishes cultivating and maintaining productive relationships with donors, and possesses a proven ability to inspire and motivate others as a leader and fundraiser.

ADDITIONAL QUALIFICATIONS (encouraged but not required)

- Development experience in a Symphony Orchestra
- Training on Tessitura
- Experience in creating multi-year giving campaigns
- Spanish fluency
- Advanced degree

To Apply

Please submit your cover letter, resume and a writing sample to Kathryn R Martin, Interim CEO at jobs@thesymphony.org. No phone inquiries, please.