

DIRECTOR OF DEVELOPMENT ERIE PHILHARMONIC

JOB TITLE:	Director of Development
STATUS:	Full-Time
REPORTS TO:	Executive Director
SALARY RANGE:	\$70,000 to \$78,000, commensurate with experience
JOB TO BEGIN:	Immediately upon offer, if available

The Erie Philharmonic invites applications for Director of Development, a leadership opportunity to oversee all contributed revenue strategy at Northwest Pennsylvania's leading orchestral and music education organization.

This is a compelling moment to join the organization, as Music Director Daniel Meyer enters his 20th anniversary season amid sustained artistic momentum, robust audiences, and a deepening impact across education and community engagement. With a renewed focus on major gifts, institutional support, and long-term philanthropic growth, the Philharmonic is poised for its next phase—and this role will help shape it.

The Director of Development leads the strategy, execution, and performance of all contributed revenue, including individual giving, major gifts, corporate sponsorships, and institutional support. Working closely with the Executive Director and Board of Directors, this highly visible role is accountable for achieving annual and long-term revenue goals through a comprehensive Annual Fund Plan and active management of a donor and prospect portfolio.

The Director prioritizes high-impact, relationship-driven fundraising, with approximately 60–70% of time dedicated to external engagement, including donor meetings, cultivation, and solicitation, and the remainder focused on strategic planning, reporting, and team leadership. This role is ideal for a fundraiser who values both strategy and execution, and is motivated by building relationships, driving results, and contributing to an organization defined by artistic excellence and community impact.

The Erie Philharmonic is committed to a diverse and inclusive workplace. ALAANA candidates and individuals from historically underrepresented backgrounds are encouraged to apply.

JOB DUTIES AND RESPONSIBILITIES

Revenue Strategy and Planning

- Develop, implement, and continuously refine a comprehensive Annual Fund Plan aligned with organizational revenue goals
- Establish monthly and annual contributed revenue targets across all funding streams, including individual giving, major gifts, corporate sponsorships, grants, and institutional support, in consultation with executive and finance leadership
- Identify opportunities for growth and adjust strategies as needed to meet or exceed goals
- Collaborate with the Executive Director to align fundraising priorities with organizational strategy and planning

Revenue Accountability and Reporting

- Track and report on all contributed revenue activity, including progress toward goals, pipeline development, and forecasted outcomes
- Produce regular reports for the Executive Director and Board, including monthly updates and projections
- Monitor key performance indicators such as donor retention, upgrade rates, and major gift activity
- Ensure accuracy and consistency in all development data, reporting, and financial tracking

Major Gifts and Donor Engagement

- Manage and actively engage a portfolio of approximately 75–125 individual donors and prospects, with a focus on cultivating and securing major gifts
- Develop and implement personalized cultivation, solicitation, and stewardship strategies for each portfolio relationship
- Conduct regular donor meetings, outreach, and follow-up to build and strengthen relationships, with an expectation of consistent monthly activity, including a regular cadence of solicitations and gift closures
- Partner with the Executive Director on strategies and solicitations for priority donors
- Identify, qualify, and add new prospects to ensure continued growth of the donor pipeline
- Clearly document progress through moves management tracking via the CRM or other appropriate tools

Board Engagement and Fundraising Leadership

- Serve as staff lead for the Development Committee and support Board fundraising efforts
- Work with Board members to identify prospects, support solicitations, and increase their participation
- Provide tools, talking points, and strategic guidance to support Board engagement in fundraising
- Foster a culture of philanthropy across Board leadership

Institutional Giving, Grants and Sponsorships

- Oversee all institutional fundraising efforts including foundation and corporate support
- Create and implement sponsorship opportunities tied to programming, engagement, and community impact
- Lead or manage the preparation, submission, and reporting of grant proposals and progress reports, ensuring alignment with organizational priorities and deadlines
- Develop and maintain positive relationships with institutional funders and corporate partners
- Support the Executive Director and Board in governmental affairs as needed
- Track and report on all institutional funding activity and outcomes

Development Operations and Team Leadership

- Provide day-to-day supervision and support to the Annual Fund Coordinator, including goal-setting, task delegation, and performance management
- Oversee the execution of annual fund campaigns, donor communications, and stewardship efforts in partnership with the Annual Fund Coordinator
- Ensure timely and accurate gift processing, acknowledgments, and record management within the CRM
- Maintain internal systems for tracking donor activity, pipeline movement, and fundraising performance
- Manage and coordinate the work of any additional staff, consultants, or vendors engaged in development-related activities in coordination with the Executive Director

Events and Donor Engagement Strategy

- Provide strategic direction for donor events and fundraising activities, ensuring alignment with revenue goals, an impactful return on investment, and relationship-building priorities
- Evaluate all events and engagement efforts for return on investment, including revenue and staff time, ensuring activities are appropriately scaled and meaningfully advance donor cultivation and stewardship
- Oversee planning and execution at a high level, delegating logistics as appropriate

Cross-Department Collaboration

- Work closely with Marketing, Finance, and Education staff to align messaging, reporting, and donor engagement strategies
- Ensure fundraising initiatives are coordinated with the Phil's communications and audience development efforts
- Support a collaborative and transparent internal culture, with clear communication across departments
- Take on other duties when necessary, including box office and other event support, as assigned

PERFORMANCE EXPECTATIONS

Success in this role will be demonstrated by:

- Achieving annual revenue goals across individual giving, major gifts, corporate sponsorships, and grants
- Maintaining an active donor portfolio with consistent movement toward solicitation and closure
- Growing and strengthening the donor pipeline through ongoing prospect identification and engagement
- Increasing donor retention and upgrade rates through effective stewardship
- Executing a clear and actionable Annual Fund Plan with measurable progress throughout the year
- Providing accurate and timely reporting, forecasting, and CRM documentation
- Effectively managing the Annual Fund Coordinator to ensure strong execution of development operations

QUALIFICATIONS

The Erie Philharmonic seeks candidates with the following qualifications:

- 5+ years (or equivalent experience) of progressive experience in fundraising, development, or a related field
- Demonstrated success in securing major gifts and achieving revenue goals
- Experience managing a donor portfolio and executing cultivation, solicitation, and stewardship strategies
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills, including donor-facing and institutional messaging
- Comfort working with data and CRM systems to track activity, manage relationships, and inform strategy
- Ability to work independently while collaborating effectively with staff, leadership, and Board members
- Willingness to engage donors and attend concerts, events, and meetings outside of standard business hours
- Collaborative and team-oriented, with the ability to contribute positively to a supportive and accountable workplace culture
- Commitment to ongoing professional development in fundraising and nonprofit best practices
- Experience in the performing arts or nonprofit sector preferred

Physical Requirements

- Prolonged periods of standing/sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

WHAT THE ERIE PHILHARMONIC OFFERS

- A comprehensive benefits package including paid time off, health, dental, and vision insurance, plus medical and dependent care flexible spending plans.
- Opportunities for professional growth through mentorship, on-the-job training, and learning experiences.
- A collaborative and supportive workplace culture that values creativity, transparency, and teamwork.
- The chance to make an impact at one of the country's most vibrant and community-centered orchestras.

TO APPLY

Interested applicants should submit a cover letter and resume in PDF format to careers@eriephil.org with the subject line "Development Director - Firstname Lastname." Resumes will be reviewed as received, and the position will remain posted until filled. Phone calls and physical mail submissions will not be considered. Please submit any queries by email to careers@eriephil.org. The Erie Philharmonic is an Equal Opportunity Employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned without notice. The Director is an at-will position, and nothing in this job description alters the at-will status of employment.