

Position Title : Director of Development
Organization :Albany Symphony
Salary: \$68,000 to \$80,000
AFP-WNY Post Date :9/25/23

DEADLINE TO APPLY: OPEN

SUMMARY

The Director of Development is responsible for Albany Symphony's development activities. Working closely with the Executive Director, Board of Directors, and staff colleagues, the Director of Development is the key driver of fundraising efforts to attract revenues needed to pursue our mission. The Director of Development's purview includes individual, corporate, and planned giving; government and foundation grants; and special events. This is a full-time exempt position, reporting to the Executive Director and supervising a Development Coordinator and grants contractor(s). The Albany Symphony provides a fast-paced and collaborative environment and welcomes candidates from ALAANA communities.

RESPONSIBILITIES

Leadership

- Drive the planning and execution of activities to achieve revenue goals and strengthen community support. (FY23 budget was \$3.1 million with \$1.5 million in recurring support.)
- Provide expertise to establish best-practice development policies and procedures.
- Collaborate with Executive Director, Music Director, and Board Members on setting strategy for and executing major gift solicitations
- Represent the Albany Symphony at selected community events to build relationships and support. Attend Albany Symphony events.
- Lead collaboratively across internal departments and stakeholders to maximize organizational effectiveness and culture

Department Management

- Oversee maintenance and deployment of donor databases to ensure reliable and effective department operations.
- Develop prospect management strategies to fill the pipeline of potential donors.
- Create and coordinate all development communications, including cases for support.
- Develop and manage department budget, collaborating with Finance Director on goals, projections, donor receivables, and expense accounting
- Oversee and ensure successful execution of special events.

Individual Givings

- Drive execution of effective annual and special initiatives to cultivate, steward, solicit and recognize individual donors at all levels.
- Support the growth of the Encore Society (planned giving program). Foundation and Government Grants
- Manage grant writing team, including staff, board, and grants contractor to maximize throughput and outcomes.
- Oversee grant proposal work, including schedule, applications, and reporting to grantors.
- Oversee the cultivation and stewardship of foundations and government entities.

Corporate and Sponsor Relationships

- Develop new corporate and concert sponsorship support, while stewarding current corporate relationships
- Develop and ensure execution of sponsor benefits program.
- Coordinate organization's compliance with sponsorship recognition agreements.

QUALIFICATIONS FOR THE POSITION

- Minimum 7 years experience in increasingly responsible fundraising and leadership roles
- Bachelor's degree or equivalent experience
- Experience and skill in managing staff and volunteers
- Track record in achieving revenue goals
- Experience in the arts and culture sector preferred but not required; performing arts a plus
- Strong organizational skills
- Excellent communication (written and spoken) skills
- Experience working within a complex organization and with multiple stakeholders
- Talent in collaboration; ability to be both an excellent team leader and team player
- Strong computer skills, including facility with Microsoft Office products

COMPENSATION , BENEFITS, WORK CONDITIONS

Salary range is \$68,000 to \$80,000 and commensurate with experience and qualifications. Benefits include health insurance, dental insurance, sick leave, personal days, holidays and vacation days. The Albany Symphony structure allows for a combination of in-person and remote work, subject to the demands of the position, personal work preferences, and the collaborative and communication skills of the individual employee. The position requires occasional evening commitments and working on weekends for Albany Symphony concerts and events.

TO APPLY

Submit a résumé and a cover letter outlining your interest and key qualifications for this position to Anna Kuwabara at annak@albanysymphony.com. Please put "Development Director" and your name in the subject line.