



KALAMAZOO
SYMPHONY
ORCHESTRA

DIRECTOR OF DEVELOPMENT

JOB OPENING | July 2020

The Kalamazoo Symphony Orchestra is seeking qualified candidates for a full-time Director of Development to join our collaborative, enthusiastic team. You will report to the Executive Director and join our senior leadership team.

Founded in 1921, the Kalamazoo Symphony Orchestra is Southwest Michigan's premiere musical organization and the state's third largest orchestra. Serving Michigan's sixth largest metropolitan area, the KSO provides more than 40 concert performances each year and reaches more than 31,000 adults and youth annually through exceptional symphonic music, world-class guest artists, and a vibrant educational program.

Our mission is to serve our community through outstanding musical listening and learning experiences. You will help carry out this mission in an environment where you are valued for the work you do and have an opportunity to make a difference in the community.

Position Summary:

The Director of Development is responsible for maximizing the Kalamazoo Symphony Orchestra's contributed income by driving all fundraising activities, including individual, foundation, and corporate giving. The Director of Development is pivotal in representing the organization to donors, sponsors, and the public through cultivation, stewardship, and communications activities, while assuring alignment with the KSO vision, mission, and strategic plan.

This individual must be an energetic, savvy fundraising professional able to succeed in a dynamic, fast-paced, and growing performing arts institution. S/he will be a compelling communicator and passionate enthusiast for symphonic music, with a proven success in closing gifts and a working knowledge of planned giving. Must be a flexible team player and able to collaborate across departments to achieve goals.

Responsibilities:

- Develop and execute comprehensive plans to reach the KSO's contributed revenue goals; with the Executive Director, set revenue and expense targets for fundraising activities; set and manage departmental budget; analyze and evaluate effectiveness of all fundraising programs and campaigns
- Secure new and upgrade existing donor commitments to the annual fund, including multi-year and planned gifts; working closely with campaign volunteers and outside consultants, secure multi-year gifts and planned gifts to the campaign
- Oversee annual development plan and donor recognition program creation; provide leadership and strategic oversight of the various giving programs for the KSO, including annual fund, memorial and tribute gifts, major gifts, planned gifts, corporate sponsorships, and in-kind giving

- Engage with high-level symphony volunteers, including board of directors and auxiliary members, both on their individual giving and their fundraising portfolios; serve as liaison to development committee
- Establish and nourish relationships with all existing and potential KSO sponsors and donors; deploy strategies to increase donor engagement and participation; continue development of Tessitura donor plans and records management
- Oversee planning for donor events and receptions; attend KSO events/activities; oversee VIP Lounge coordination and have a presence at VIP Lounge
- With the Executive Director, create and manage corporate sponsorship program from revenue goal-setting through prospect research and contact management; develop corporate sponsorship benefits packages and partnership opportunities; cultivate relationships and grow existing partnerships; track and report progress through comprehensive sponsorship reporting
- Other duties as requested or assigned

Qualifications:

- Bachelor's degree with a minimum three years of experience as a gift officer with a proven track record of soliciting and closing major gifts
- Demonstrated knowledge of the techniques of moves management
- Familiarity with planned giving programs and techniques preferred
- Superior written and verbal communication skills, including active listening
- Highly self-motivated, metrics driven, and goal oriented
- Experience working with boards and high-level volunteers
- Donor-centered and with a strong customer service ethic
- Diplomacy in handling sensitive and confidential information
- Must have a positive attitude, strong problem-solving skills, be able to work as part of a high-functioning team, possess a passion for the performing arts, as well as a strong desire to bring them to audiences

The Kalamazoo Symphony offers a competitive salary. This position is eligible for benefits including medical, dental, vision, life insurance, long-term disability, and a 403(b)-retirement plan.

To Apply:

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, and a resume in PDF format to at HR@kalamazoosymphony.com by **Friday, August 14**. Applicants will be reviewed on a rolling basis until position is filled. No phone calls, please.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at KalamazooSymphony.com.