



Position Title: Director of Development

Report to: VP, Chief Revenue Officer

Status: Full-time, Exempt

The **Director of Development** is responsible for creating, implementing, and managing the Virginia Symphony Orchestra's fundraising and donor relationship activities. This position oversees a comprehensive program of cultivation and stewardship strategies to attract, engage, and retain donors throughout southeastern Virginia and works in partnership with the other members of the patron services staff in an effective collaborative team model to support patrons in all the ways they engage with the VSO. Experience in developing strategic fundraising plans, the ability to communicate and inspire, and the skills required to plan and manage departmental resources are key to success in this position.

DUTIES AND RESPONSIBILITIES:

- Prepares a comprehensive annual plan for VSO's development activities to support the short- and long-term philanthropic needs of the organization. This targeted development plan and calendar will provide concrete metrics and goals for fundraising from individuals, grants, sponsorships, and events. The plan will outline regularly scheduled donor communication and opportunities for cultivation, elevation, stewardship and align with the overall patron pipeline plan.
- Functions as a major and planned gifts officer by ensuring that the external cultivation and stewardship of donors is adequate to meet or exceed the goals set forth in the annual plan, including proactive management of meetings and solicitations by board and organizational leaders including the President and CEO and Music Director.
- Builds organizational capacity to effectively expand and cultivate a diverse donor base.
- Creates strategic and targeted opportunities for cultivation and stewardship through personal visits.
- Ensures that policies and procedures to support major gift fundraising are up to date and implemented.
- Provides leadership and oversight to departmental staff, including coaching and training.
- Develops annual departmental budgets. Monitors reports on a monthly basis. Provides timely forecasting of expected results.
- Responsible for successful execution of planned development activities to achieve stated revenue goals; includes collaborating with senior leadership, board, committee members, volunteers and others as appropriate.
- Oversees and assigns donor portfolios to staff in areas including (but not limited to) annual fund, planned giving, capital fundraising, grant writing and reporting, telefunding, volunteer management, gift processing, donor database management, special events, and marketing efforts tied to fundraising activities, as appropriate.
- Works in partnership with the Director of Marketing to ensure consistency in brand communications.
- Supervises the staff responsible for accurate and timely gift processing, donor records, and mailing lists.
- Ensures that accurate and thorough records are maintained, including contact and call reports, giving history, biographical data, etc.
- Prepares a monthly and annual summary which includes the fundraising highlights, fundraising results, accomplishments, and summary of goals and objectives.

- Performs specific other duties or tasks as may be assigned to advance the understanding, cause, mission and the support of the Virginia Symphony Orchestra.

QUALIFICATIONS:

- Ability to perform job in accordance with the organization's policies & procedures.
- Extensive experience operating an annual giving program including personally and successfully soliciting funds and motivating others to solicit funds.
- Successful experience in working with volunteers, boards and committees.
- A basic knowledge of computers to include fundraising software.
- Ability to communicate and present effectively both verbally and in writing.
- Demonstrated ability to manage multiple projects and strong attention to detail.
- Must be a team player and able to adapt to change and demonstrate flexibility.
- Strong interpersonal skills and the ability to work with entire organization to foster goal accomplishment.
- Must possess good organizational, time management, and strong analytical skills to organize and coordinate a varied workload.
- Must have a solid commitment towards diversity, inclusion, and equity.

COMPENSATION: \$70,000 annually with excellent benefits package, or commensurate with experience.

VSO Statement on Attracting Candidates from All Backgrounds:

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.

To apply: Interested candidates should submit their resume and cover letter via email to Monica Meyer VP & Chief Revenue Officer, at mmeyer@virginiasymphony.org. Please use subject line: Director of Development + your name. This position will remain open until filled.