



**Job Title: Director of Development**

**Reports To:** Executive Director

**Schedule:** Monday – Friday, 8:30 AM – 5:30 PM; some weekends and evenings will be required

The Director of Development will create and implement a strategic fundraising plan, leading a team responsible for raising \$2 million for the annual fund. The successful candidate will cherish relationship building, thrive in an environment where fundraising is encouraged, appreciated and collaborative with leadership, be able to balance multiple priorities, and be focused on strategies that deliver contributed revenue.

**Primary Responsibilities:**

- Director of Development is the lead staff member responsible for hitting the annual fund goal.
  - Major Donor Cultivation, Solicitation, and Stewardship for a portfolio that includes ~150 major donors.
  - Assist with stewarding donors in the Executive Director’s portfolio.
  - In consultation with the Executive Director, develop an overall calendar for the season that includes broad-base development activity, fundraising activity around concerts, donor events, etc.
  - Organize post-concert receptions and donor activity around performances (dress rehearsal invitations, post-concert reception invites, etc.).
  - Works with Development Associate/Executive Assistant on report pulling and providing/interpreting key development metrics to the Executive Director, Development Committee, and Savannah Philharmonic Board at large.
  - Advise Development Associate/Executive Assistant on overall messaging for direct mail solicitation letters and fundraising emails; proof direct mail and solicitation emails before sending out
  - With Development Committee Chair, prepare agendas for Development Committee meetings; ensure bi-monthly check-ins with Development Committee members to ensure work remains on track.
  - With the Executive Director, ensure that Development expenses do not exceed budget
  - With the Executive Director, continue enhancing the Savannah Philharmonic’s Planned Giving efforts.
  - Assist the Executive Director with the creation of materials and tracking of the Innovation Fund Campaign

- Ensure that the Savannah Philharmonic Grant Writer has everything that needed to write and complete successful grants and proposals
- With the Development Associate/Executive Assistant, ensure that documents necessary for fundraising activity are created and distributed to key donors
- With Development Associate/Executive Assistant, ensure that donor benefits are being fulfilled, including donors being listed in program, advance ticket purchase opportunities when appropriate, appropriate invites to post-concert receptions, etc.
- With the Executive Director, continue to refine and set realistic fundraising expectations for future seasons.
- Work with Board members overall on securing new donors, corporate businesses, sponsorships, etc.
- With the Executive Director, set appropriate fundraising goals for each year (money raised, # donors, etc.)

### **QUALIFICATIONS**

- 7-10 years of experience as a fundraising professional, with 5 years in a leadership role.
- Experience identifying, cultivating, soliciting and stewarding donor relationships.
- Proven record of cultivating prospects, making in-person asks and securing large gifts.
- Proven record of growing the donors in all giving categories
- Superb written, verbal, management, and organizational skills.
- Experience with developing and managing budgets.
- Experience developing income projections and expense budgets.
- Experience working with volunteers.
- Strong management and leadership skills that inspire the team.
- Strong social and interpersonal skills.
- Knowledge of Tessitura or Virtuous CRM is an advantage.
- Must be able to work during the summer, some evenings and weekends.
- Bachelor's degree, Master's preferred

### **ATTRIBUTES**

- Dynamic visionary with exceptional interpersonal skills.
- Genuine commitment to the Savannah Philharmonic's mission.
- Driven, focused, organized and analytical.
- Attention to detail, adherence to deadlines and ability to prioritize.

### **SALARY AND BENEFITS**

This is a full time exempt position. Annual compensation is \$80,000 - \$90,000 determined by qualifications. Savannah Philharmonic offers a competitive vacation/benefits package which includes covering 80% of the employee's vision, medical and dental and ability to enroll in a 403b plan. The Savannah Philharmonic is an equal opportunity employer.