



DIRECTOR OF DEVELOPMENT

REPORTS TO: President & CEO

DATE: April 25, 2024

The Modesto Symphony Orchestra is seeking a motivated, dynamic and goal-oriented Development Director to join our dedicated and talented team. The Development Director serves in a leadership role and works with the President & CEO to create strategies to meet the fundraising goals and needs of the MSOA. The Development Director is responsible for overseeing the planning, coordinating and administering of all fundraising activities and will bring a high level of energy and passion in support of the MSOA's mission, vision and values.

ESSENTIAL FUNCTIONS:

- Together with the CEO and Board of Directors, develop annual fundraising plan, establish goals and develop strategies to meet or exceed fundraising goals of MSOA.
- Plan, manage and implement fundraising campaigns including but not limited to individual gifts, corporate, sponsorships, major gifts, planned giving, and grants/foundations.
- Oversee and administer the solicitation and acknowledgement process, budget development and tracking, and the management and maintenance of donor records.
- Provide regular reports on the status of fundraising campaigns, identifying key metrics to evaluate success and monitor progress to goals.
- Develop and oversee systems, policies, and procedures designed to maximize effectiveness and efficiency within the Development Department.
- Work closely with and support fundraising activity of the Board of Directors, attend and participate in the Development Committee of the Board.
- Identify, cultivate and steward prospects and sponsors.
- Cultivate and nurture positive relationships with donors and supporters. Be a positive presence within community and encourage philanthropic engagement with the MSOA.
- Act as an ambassador, representing the MSOA at public and community events which may include weekend and evening commitments.
- Attend all MSOA Concerts and Events

QUALIFICATIONS:

- Bachelor's degree required with minimum 5 years' experience in fund development for a non-profit organization.
- Strong organizational and time management skills with exceptional attention to detail.
- Ability to set objectives, develop plans, and implement programs to achieve goals.
- Excellent communication skills, both verbal and written with ability to interact positively and professionally.
- Collaborative and adaptable – ability to work independently and with a team, ability to build relationships across the organization and with external partners.

- Strategic thinker and creative problem solver.
- Technological proficiency including general knowledge of fundraising/donor management software program - Tessitura.
- Dedicated and passionate about the arts. Knowledge of orchestra music is a plus.
- Sense of humor, creative, and positive, with a can-do attitude are desirable assets.

KEY COMPETENCIES:

- organizational and planning skills
- interpersonal skills and customer service
- communication skills
- problem analysis and problem solving skills
- judgment and decision-making ability
- initiative
- confidentiality
- team member
- attention to detail and accuracy
- adaptability

COMPENSATION:

This position is full-time and exempt. The MSOA offers a competitive compensation package inclusive of benefits - medical, dental, vision, 403b, holidays and vacation time plus complimentary tickets. Salary commensurate with education and experience. Salary \$80,000-100,000.

HOW TO APPLY:

To apply, please submit a cover letter and resume to jobs@modestosymphony.org
No phone inquiries please.

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ORGANIZATIONAL PROFILE

The MSOA is celebrating its 93rd Season of enriching lives through music and strives to present music of the highest artistic quality, to foster lifelong music appreciation and to bring music education to the community.

Each season, the MSO performs five classics concerts and three pops concerts at the Gallo Center for the Arts and produces two community favorites outside the concert hall, Picnic at the Pops at the E. & J. Gallo Winery and the Holiday Candlelight Concert at St. Stanislaus Catholic Church. The MSOA also serves the region with music education programs which include education concerts, a youth orchestra program and a 100+ member volunteer chorus. The MSOA has an annual operating budget of \$2.5 million. MSOA is governed by a 30 person Board of Directors and has 6 full-time and 4 part-time office staff. Located in the central valley of California, Modesto is 90 miles east of San Francisco and 60 miles west of the Sierra Nevada foothills.

The Modesto Symphony Orchestra Association is an equal opportunity employer and is committed to diversity, equity and inclusion in the workplace.