



**Associate Director, Development Communications
Editorial**

Work Status:	Full time	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$84,128-\$89,864
Schedule:	M-F	Regular Hours:	9am-5pm
Reports To:	Editorial Director	Supervisory:	No

ORGANIZATIONAL PROFILE

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony’s recordings have won such awards as France's Grand Prix du Disque and Britain's *Gramophone* Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia *Keeping Score* on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of

SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit sfsymphony.org.

VALUES STATEMENT

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

JOB SUMMARY

The San Francisco Symphony's Editorial Department is part of a fast-paced, high-volume, vibrant artistic environment.

The Associate Director, Development Communications supports the fundraising strategies of the San Francisco Symphony by initiating, implementing, and managing a comprehensive communications plan. This position works to increase awareness among SF Symphony prospects and patrons of the impact of philanthropy upon the Symphony's strategies and programs through a variety of Development publications and media. He/She/They create written content tailored to reach a range of target audiences, edit communications, and support brand and organizational voice alignment across the team.

This position works closely with both the Communications and Development teams as well as other key stakeholders throughout the organization to inform, enhance, and align communications processes across teams. The successful candidate will be a donor-centric strategist, staying up to date on best practices and innovative ideas.

He/She/They should be creative and compelling storytellers; curious, resourceful, and detail-oriented; and keenly adept at transforming verbal and strategic direction into compelling, accurate, and appropriate written content.

RESPONSIBILITIES

- With direction from the Communications and Development leadership teams, develop communications strategies and the creation of key messaging and content to support the Symphony's ongoing fundraising, donor communications, and outreach efforts.
- Write and edit all Development collateral, including
 - Stewardship communications to donors such as endowment fund reports, reports on restricted gifts, annual reports, donor profiles, and email communications.
 - Copy for all print and electronic communications related to fund development, including ads, individual and corporate proposals, brochures, newsletters and e-newsletters, stewardship materials, campaign case statements, fundraising reports, audio/visual presentations, etc.

- Internal and external communications for the Development department in collaboration with the Development leadership team; additional institutional messaging, such as event remarks, solicitations, program book messaging, proposals for Annual, Special, and Campaign fundraising, and Board reports.
- Work with external vendors to coordinate their needs, ensure that work is completed in an efficient and cost-effective manner, and provide feedback and input on other fundraising communications and their efficacy.
- Maintain a comprehensive communications calendar for the Development department and coordinate a year-round production schedule.
- Maintain up to date awareness of Diversity, Equity, and Inclusion-related evolution within the fundraising, orchestral, marketing, and communications fields and provide insight around inclusive and equitable messaging and communications practices. Ensure that SF Symphony Development content reflects known preferences of individuals and marginalized groups around self-identification and culturally specific description.
- Perform additional duties as required by the SF Symphony.

QUALIFICATIONS

- Demonstrated experience writing best-in-class communications for donors of all levels from broad-based to custom solicitation and stewardship.
- Engaging and persuasive verbal and written communications skills; exceptional creative writing and copyediting ability.
- Strong organization and project management skills; ability to prioritize and handle multiple projects simultaneously and to work calmly under pressure of deadlines, especially related to publications and print production.
- Knowledge of diverse media platforms, including social media platforms.
- Ability to work with a variety of constituencies and to manage details as well as to maintain total project overview.
- Ability to work independently as well as to be a team member with colleagues to achieve common goals; flexibility in finding solutions to problems.
- Knowledge of MS Office (Word, Outlook, Excel, PowerPoint) required. Familiarity with desktop publishing, and preferably website design and maintenance. Familiarity with Tessitura and project management systems is a plus.
- Professional experience in fundraising within a large nonprofit organization preferred.
- Advertising, branding, or sales marketing background helpful.
- Passion and/or interest in orchestral music preferred.
- Up to date knowledge and interest in Diversity, Equity, and Inclusion work and institutional change.

APPLICATION INSTRUCTIONS

To apply, please visit www.sfsymphony.org/careers. If you need assistance or an accommodation due to a disability, please contact us at !hr@sfsymphony.com or you may call us at 415-503-5334.

EEO STATEMENT

In alignment with the values statement above, the San Francisco Symphony celebrates diversity and is committed to providing an environment of mutual respect where equal employment

opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The San Francisco Symphony believes that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.