



**Associate Director, Development Communications
Development**

Work Status:	Full Time	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$86,996.00
Schedule:	Monday-Friday	Regular Hours:	9 a.m. – 5 p.m.
Reports To:	Director, Stewardship, Events, and Development Communications	Supervisory:	No

JOB SUMMARY

The Associate Director, Development Communications (ADDC) is a member of the Development Stewardship, Events, and Development Communications team and reports to the team’s Director (DSEDC). The ADDC writes copy, edits communications, supports brand and organizational voice alignment across the team, and manages a comprehensive communications plan to support and enhance the success of the fundraising program in cultivating and stewarding donors. Additionally, this professional manages the implementation of the fundraising communication strategies of the San Francisco Symphony (SF Symphony).

The ADDC will work within a dynamic and fast-paced environment 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. They will work with a team to develop collateral for the various fundraising lines as outlined above. The ADDC also maintains relationships with other key communications professionals 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.

Successful candidates need to demonstrate initiative, quality of work, sound judgement and an ability to work across multiple communications platforms in strong collaboration with the institution’s marketing and communications departments. Further, an ability to “tell the story” to the Symphony’s community through superb creative writing and editing is necessary for success in this role.

RESPONSIBILITIES

- With direction from DDDC and DSEDC, as well as the Development Leadership Team, develop communications strategies and the creation of key messaging and content to

support the Development department's ongoing fundraising, donor communications and outreach efforts.

- Build a deep knowledge of the SF Symphony brand, visual identity, voice and style to support cohesion with Development Communications and overall institutional messaging.
- Write and edit:
 - All Development collateral, including Stewardship and Event materials, to ensure quality and a consistent message and accomplish intended impact for fundraising.
 - Stewardship communications to donors including endowment fund reports, reports on restricted gifts, annual reports to donors, donor profiles and email communications.
 - Copy on 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.
 - Copy for CEO, President, and SDD, including but not limited to event remarks, solicitations, proposals for Annual, Special, and Campaign fundraising and Board reports.
- Provide feedback and input on other fundraising communications and their efficacy.
- Project-manage the development of all fundraising materials, including coordinating a year-round production schedule with the Editorial and Creative Services teams.
- Track progress of materials with in-house and outside designers, photographers, producers, printers and suppliers; coordinate their needs and ensure that work is completed in an efficient and cost-effective manner.
- Provide logistical and scheduling support for photo/video shoots and interviews.
- Maintain the comprehensive communications calendar for the Development department.
- Work closely with Marketing and Editorial on additional collateral to maintain the Development sections of the SF Symphony website, Playbill, and other relevant pieces, including marketing proofs for emails, print & electronic ads, and season materials.
- Drive effective and appropriate internal and external communications for the Development department in collaboration with the Development Leadership Team.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.
- Ensure that all development communications are written and reviewed through a DEI lens. Liaise with communications department to ensure consistency in this work across the organization.
- Stay up to date on best practices in orchestral music, development, nonprofits, and on broader SF Symphony initiatives and impact.
- Perform additional duties as required by the SF Symphony.

QUALIFICATIONS

- At least five years of relevant professional communications and copywriting experience.
- 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 is a plus.
- Professional experience in fundraising within a large organization preferred.
- Advertising, branding or sales marketing background helpful.
- Eagerness to advance equity and inclusion at the SF Symphony.
- Passion and/or interest in orchestral music preferred.

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.SFSymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on “View administrative job listings.” Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

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.

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 SF Symphony 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](https://www.sfsymphony.org).

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

The San Francisco Symphony is an Equal Opportunity Employer.