

Job Title: Director of Development
Reports to: Executive Director
Direct Reports: Development Associate and Grant Writer

Job Summary: The Director of Development is responsible for managing all aspects of contributed revenue for the organization including fundraising, individual and institutional donor prospecting, cultivation, and stewardship, event planning, planned giving, and accurate record keeping.

The Director of Development reports to the Executive Director, supervises the Development Associate and Grant Writer and executes the following responsibilities on an ongoing basis:

Development

- Develop and implement a comprehensive fundraising program consistent with Berkeley Symphony's short and long term financial objectives as determined by the Board and the annual fiscal budget.
- Plan, manage, and implement all phases of the Annual Fund campaign including the solicitation, documentation and acknowledgement of donations.
- Manage all aspects of prospecting, cultivating and stewarding major and medium level donors.
- Oversee and manage the portfolio of institutional grants from corporations, foundations, and government agencies including researching new opportunities, managing the application and reporting processes, and developing productive working relationships with the program managers for key funders.
- Work with the Executive Director and Special Events Committee to plan and execute the key fundraising events each season.
- Work with the VP of Development and Board on the prospecting and cultivation of major donors.
- Work with the VP of Community Engagement and Board to develop partnerships with key corporate funders.
- Work with the marketing team on developing messaging and integrating the key development activities into the communications plan.

Administration

- Work closely with the Executive Director, and Finance Manager to develop an annual contributed revenue budget that meets the objectives of the strategic plan
- Work closely with the Executive Director, Board President and Advisory Council Co-chairs to solicit annual pledges and donations from Board and Advisory Council members that meet our targets.
- Manage the forecasting process to provide the Finance Manager with accurate estimates for completing the monthly financial statements. Provide updates to the Finance Committee and Board for each meeting.

- Provide supervision, mentoring and coaching to the Development Associate. Complete annual performance reviews.
- Required to work some nights and weekends for concerts and events.
- Perform other duties as assigned by the Executive Director.

Qualifications, Required Knowledge, Skills and Abilities:

Ideal candidates will demonstrate:

- Four to six years of non-profit fundraising experience, constituent relations and/or membership
- Excellent verbal and written interpersonal and communication skills
- Knowledge and attitude of customer service
- Ability to be very flexible and adapt to change
- Ability to manage time well, particularly while managing competing priorities
- Ability to work independently and as a part of a group. Ability to take initiative, keep a positive attitude, and maintain a professional demeanor
- Adept at problem-solving, critical thinking, and using judgment in situations that that require sensitivity and tact
- Demonstrated interpersonal skills to foster and maintain effective relationships with colleagues, donors, volunteers, and leadership. Ability to interact effectively with diverse groups having competing interests and priorities within the organization and community
- Outstanding attention to detail, organizational skills, and commitment to quality
- Experience in managing multiple areas of non-profit fundraising, including events, individual giving, corporate and foundation/grant giving, campaigns
- Significant experience managing cross-functional projects with tight deadlines
- Knowledge of national trends and best practices in performing arts fundraising. Awareness and knowledge of the Bay area arts and fundraising community
- Experience in importing and exporting data from CRM databases, including mail merges, sorting and reporting capabilities. Ability to learn and apply new software skills. Experience with Google Workspace and WordPress a plus

FLSA Status: Full time and FLSA exempt.

Compensation: Compensation \$90,000-\$100,000, competitive and commensurate with qualifications and experience. Plus medical, dental and vision benefits.

To Apply: Please submit a cover letter and resume by email in PDF or Word formats to jobs@berkeleysymphony.org with the subject line of Development Director. Please, no phone calls or hard copy/physical mail submission. This position is open until filled.

Berkeley Symphony welcomes a diverse slate of candidates including BIPOC, LGBTQ+, gender diverse including those that are non-binary. The candidate will role model the Berkeley Symphony's vision, values, and behaviors. We are an open, inclusive, and welcoming organization for all.

About Berkeley Symphony: Berkeley Symphony's mission is to celebrate our unique and diverse community through music – creating live performances and educational programs to engage the curiosity, spirit, and intellect of our audiences. It is a consistent ASCAP award winner for adventurous programming of contemporary music, which is performed along with the classical repertoire. Berkeley Symphony's programs include main stage concerts; participatory, year-long "Music in the Schools" in Berkeley's public elementary schools; family concerts; chamber concerts; and collaborations with Cal Performances on the University of California, Berkeley campus.

*Please submit any queries by email to jobs@berkeleysymphony.org
Berkeley Symphony is an Equal Opportunity Employer.
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