

Director of Development Position Announcement

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The Opportunity

Located in Los Angeles County, the Long Beach Symphony, under the leadership of Music Director Eckart Preu and President Kelly Lucera, is celebrating its 84th season of providing live orchestral and education performances to the greater Long Beach community. Each year, the Symphony presents six Classical and five POPS! concerts, four Youth and one Family concert at the Long Beach Performing Arts Center for a combined audience of 60,000. Its flagship music education programs serve over 25,000 youth, pre-school age through college age, in classrooms, in the concert hall, and throughout the community. Governed by a 44-member Board of Directors, the Symphony's 2018-19 annual operating budget is approximately \$3.1 million, of which over 60% is generated from contributed revenue sources. The Symphony has enjoyed surpluses for the past five years.

The full-time Director of Development (DOD) reports directly to the President and is responsible for articulating, planning, budgeting and implementing an annual strategic and operational development plan to meet contributed revenue goals for annual and special projects. S/he leads the identification, cultivation, solicitation and stewardship process for annual and major gifts as well as serve as a key liaison to the Board of Directors and its committees.

The DOD oversees an Associate Director of Patron Engagement, an Administrative Associate and a contract grant-writer.

Qualities and Qualifications

The successful candidate will have a minimum five years of experience as a senior fundraising professional in progressively responsible positions, preferably for cultural or educational organizations. S/he will have a proven track record of developing, administering, and achieving fundraising goals; securing major gifts from individuals, foundations, corporations and government entities and designing cultivation, solicitation and stewardship programs; producing/managing special events; and working effectively with volunteers and community leaders. The DOD will possess superior leadership, strategic planning and consensus-building abilities, be an effective representative of the organization as a persuasive and dynamic communicator with strong written, verbal, and interpersonal skills, and be able to skillfully handle multiple and changing priorities. The DOD will be an effective collaborator with internal and external partners to support the programs of the Symphony. Bachelor's Degree required; knowledge and appreciation for classical music strongly preferred. Facility with Microsoft Office and development database software required; experience with Raiser's Edge preferred.

Primary Responsibilities

- ✓ Plan and execute fundraising strategies for annual fund and special program appeals, major gifts, donor recognition & benefit programs, corporate sponsorships, government and foundation grants, special events, planned giving, and other programs as necessary.
- ✓ Oversee administration of gift and records management, donor acknowledgments, and financial reporting.
- ✓ Provide staff leadership to Board of Directors, Corporate Development Committee and Directors & Officers Committee; engage them in the fundraising process and play a major role in identifying board prospects as well as individual and institutional donors.
- ✓ Develop, monitor and provide periodic forecasts to development revenue and expense budget and participate in organizational budgeting process.
- ✓ Maintain annual grants tracking calendar and ensure timely submission of proposals and reports.
- ✓ Develop increased awareness of the Symphony's programs across broad constituencies, clearly articulating the organization's vision, mission, programs, and impact both internally and externally, to identify funding opportunities & community partnerships.
- ✓ Develop productive relationships with board members, donors, business, community and philanthropic leaders and maintain a visible presence in the community.
- ✓ Manage a departmental staff of two, vendors and occasional independent contractors to maximize efficiency and effectiveness.
- ✓ Provide staff leadership for volunteer organization, *Ovation!*
- ✓ Additional duties as assigned.

Salary and Benefits Salary is commensurate with experience. A generous paid-time-off, health, dental and vision benefit plans are provided. An employer-matched retirement plan is also offered.

How to Apply Qualified applicants are invited to email a cover letter and resume to klucera@longbeachsymphony.org. No mailed or faxed applications, or phone calls, please.
