

Director of Development (DoD)

<i>Reports to:</i>	Executive Director
<i>Direct Reports:</i>	Annual Fund & Database Manager
<i>Hours/Compensation:</i>	Full-time, Salaried, Non-Exempt

The Las Vegas Philharmonic (LVP), led by Music Director Donato Cabrera, established its presence in Southern Nevada in 1998 and has a roster of 74 dedicated professional musicians. The LVP believes music is essential to a strong community and remains committed to providing a wide array of programming that enhance the lives of our residents and culture of our city.

Working closely with the Executive Director, the Board of Directors, and fundraising consultant leadership, the DoD will be able to collaborate with industry experts, develop a program steeped in best practices, and fundraise through a pivotal moment of organizational evolution. The DoD will direct the contributed revenue program and serve as a key Major Gift Officer, helping the organization develop relationship redundancies to strengthen them for the long-term. The successful DoD will be a self-starter and creative; is curious and consistently willing to learn and ask questions; can collaborate in a team environment; possess a strong attention to detail; and has a continued desire to serve the community through orchestral and operatic music.

Responsibilities:

- Meet or exceed budgeted contributed revenue goals
- Direct the development department and ensure the LVP continues to cultivate support at a high-level
- Cultivate, solicit, and steward portfolio of current, unrenewed, lapsed and new individual and institutional donors from \$1,000 - \$10,000
- Work with the Annual Fund & Database Manager (AFDM) to track all meeting and solicitation activity in database, using data and moves management to advance relationships
- Serve as the staff lead for the Development Committee and all volunteer solicitors and stewards
- Work with the Board of Directors and volunteers on new major donor acquisition, bringing prospects to concerts, and attending meetings with Board contacts
- Lead stewardship efforts for Major Donors, inviting them to the Donor Lounge, Receptions, Dress Rehearsals, and other events as appropriate
- Manage major donor benefits program, ensuring benefits are fulfilled and effective
- Direct broad-base fundraising program, managing AFDM in execution
- Manage the organization's Planned Giving program, including donor identification, cultivation, solicitation, and stewardship
- Maintain grants calendar, build relationships with corporate and foundation grant officers, and ensure that all grant and proposal deadlines are met

- Collaborate with artistic and operational personnel to identify sponsorships and funding sources for concert and community projects and partnerships
- Represent the LVP at functions, events, galas, dinners, etc., learning about the community and networking with area leaders

Qualifications:

- 3-5 years of increasingly responsible experience in non-profit management (Arts preferred)
- Proven record in raising funds
- Ability to communicate and build relationships with a wide range of individuals
- Ability to provide leadership and manage a team
- Ability to make decisions and solve problems, independently and collaboratively
- Ability to attend events at nights, on weekends, etc. as necessary
- Attention to detail and consistency in following calendars and hitting deadlines
- Passionate about the arts, with interest in symphonic music a plus

To apply send resume to michael@lvphil.com