



## **MODESTO SYMPHONY ORCHESTRA ASSOCIATION**

### **Director of Development**

**DATE:** March 1, 2022

**TITLE:** Director of Development

**REPORTS TO:** President & CEO

**JOB SUMMARY:** The Modesto Symphony Orchestra seeks a motivated, dynamic and goal-oriented Director of Development to join our dedicated and talented team. This person will play a leadership role and work closely with the President & CEO to create strategies to meet the fundraising goals and needs of the MSOA. The Director of Development is responsible for overseeing the planning, coordinating and administering of all fundraising activities and will bring a high level of energy and passion in support of the MSOA's mission, vision and values.

#### **ESSENTIAL FUNCTIONS:**

- Create annual fundraising budget, establish goals and develop strategic plans to meet or exceed fundraising goals of MSOA.
- Oversee and administer fundraising campaigns including but not limited to: individual gifts, corporate, sponsorships, major gifts, planned giving, and grants/foundations.
- Report on status of fundraising campaigns, identifying key metrics to evaluate success, monitor progress to goals, and responds to feedback to improve results.
- Develops and oversees systems, policies, and procedures designed to maximize effectiveness and efficiency within Development Department.
- Work closely with and support fundraising activity of the Board of Directors, attend and participate in the Development Committee of the Board.
- Cultivate and nurture relationships within community and with supporters to maximize philanthropic engagement with the MSOA.
- Act` as an ambassador, representing the MSOA at public and community events which may include weekend and evening commitments.

#### **QUALIFICATIONS:**

- Bachelor's degree required with minimum 5 years' experience in fund development for a non-profit organization.
- Strong organizational and time management skills with exceptional attention to detail.
- Ability to set objectives, develop plans, and implement programs to achieve goals.
- Excellent communication skills, both verbal and written with ability to interact positively and professionally.
- Collaborative and adaptable – ability to work independently and with a team, ability to build relationships across the organization and with external partners.
- Strategic thinker and creative problem solver.
- Technological proficiency including general knowledge of fundraising/donor management software program, i.e. Tessitura.
- Dedicated and passionate about the arts. Knowledge of orchestra music is a plus.
- Sense of humor, creative, and positive, with a can-do attitude are desirable assets.

**KEY COMPETENCIES:**

- organizational and planning skills
- interpersonal skills and customer service
- communication skills
- problem analysis and problem solving skills
- judgment and decision-making ability
- initiative
- confidentiality
- team member
- attention to detail and accuracy
- adaptability

**COMPENSATION:**

Salary commensurate with experience. Benefits include healthcare, dental and vision.

**HOW TO APPLY:**

To apply, please submit a cover letter and resume to [jobs@modestosymphony.org](mailto:jobs@modestosymphony.org)

No phone inquiries please.

**ABOUT THE MODESTO SYMPHONY:**

Founded in 1931, the Modesto Symphony Orchestra strives to enrich lives through music and foster lifelong music education and appreciation in its community. Each season, the MSO performs five classics concerts and three pops concerts at the Gallo Center for the Arts; and produces community concerts that include an outdoor concert, Picnic at the Pops at the E. & J. Gallo Winery, and the Holiday Candlelight Concert at St. Stanislaus Catholic Church in Modesto. The MSO also engages the community through a 100+ volunteer adult chorus, a youth orchestra program, youth chorus program and presents education concerts. MSOA is guided by values of creativity, excellence, integrity, collaboration and welcoming all segments of the community.

The Modesto Symphony Orchestra Association is an Equal Opportunity Employer and is committed to diversity, equity and inclusion.