



## **Director of Development**

New Century Chamber Orchestra  
Reports to Executive Director  
Full-Time Salaried

### **About New Century Chamber Orchestra (<http://www.ncco.org>)**

New Century Chamber Orchestra is a virtuoso string ensemble that presents classical music in fresh and exciting ways to audiences throughout the San Francisco Bay Area and through national and international touring. Founded in 1992, this 19-member conductorless ensemble has offered innovative programs and performances of extraordinary quality for more than 28 years. The internationally acclaimed British violinist and Deutsche Grammophon recording artist Daniel Hope has been the ensemble's Music Director since 2018.

The gifted musicians of New Century come not only from the Bay Area but from across the United States and Europe. New Century's performances are the result of a dynamic and collaborative rehearsal process that yields concerts of remarkable intimacy, precision, passion, and power. During the unprecedented disruption in concerts due to the pandemic, New Century pivoted to digital media production, releasing several concert films that can be found on NCCO.org. The 2021-22 Season marks the orchestra's return to live performances, including four programs presented in the East Bay, the Peninsula, Marin, and San Francisco, and a debut appearance on the Stanford Live series at Bing Concert Hall. In June of 2019, New Century made its first-ever European tour, performing 10 concerts in Germany and Poland, including at the Philharmonie Essen and venerable Schleswig-Holstein Music Festival.

The 2022-2023 concert season will mark the organization's 30<sup>th</sup> anniversary and will include the release of its debut Deutsche Grammophon album with Daniel Hope, a second tour to Europe (Germany and Ukraine), and performances around the state of California.

New Century Chamber Orchestra is governed by a 12-member Board of Directors and has an administrative staff of five. The 2019-2020 operating budget was \$1.6 million. The 2020-2021 pandemic season ended in a substantial surplus, allowing New Century to create a \$200,000 endowment fund and launch a legacy giving campaign for the first time in its history.

### **The Position**

The Director of Development will be tasked with moving New Century's development program into its next phase of growth as the organization approaches its 30th Season. New Century has relied on the support of a core group of donors for most of its history, including a substantial ongoing matching grant from a generous single donor.

The next Director of Development will report to and work in close collaboration with the Executive Director, the Development Committee of the Board and other key board members to cultivate, solicit and steward existing donors and identify the next generation of high-capacity donors.

The Director will drive the annual fund campaign through solicitation letters, individual donor asks, and the coordination of regular donor cultivation and thank you events throughout the season. The Director will also manage all special events, including overseeing the annual Gala and creating a reliable schedule of 1-2 smaller events (such as the Stuart Canin Award Luncheon) to broaden the opportunity for donor engagement.

Additionally, the Director will work closely with the Executive Director to revitalize the organization's institutional giving program. New Century has experienced a decrease in support from its foundation and government partners during the pandemic, and the next Director will need to explore new opportunities for institutional support in tandem with the Executive Director. This will include both external networking with the Bay Area's grant-making organizations and internal strategy to identify and shape projects that better align with their philanthropic goals.

At its core, New Century is looking for a motivated, entrepreneurial and magnetic individual with a passion for exceptional musicmaking who can be a key partner in shaping the successful future of New Century Chamber Orchestra.

**Duties and Responsibilities:**

- Oversee all aspects of the annual fund and special events programs.
- Oversee all aspects of the institutional giving program, including shaping internal programs (like Hall Pass) to better align with Bay Area philanthropic interests.
- Oversee and develop new Legacy Society and Endowment giving campaign.
- Prepare and execute direct mail and email campaigns, process all individual donations, coordinate and track individual sponsorships, and organize donor listings for program books and website.
- Manage a portfolio of individual high-capacity prospects in all stages of cultivation, solicitation and stewardship. Work in tandem with Executive Director to foster strong, coordinated communication with both prospective and current donors.
- Maintain and enhance the existing donor management system through Patron Manager (Salesforce) and work with other departments (Marketing, Patron Services) to analyze donor behavior and identify opportunities for cultivation.
- Coordinate all aspects of the development committee activity, recruitment, and engagement to ensure a meaningful experience for board members and key volunteers, including ushers and special event volunteers.
- Work collaboratively with the Executive Director to plan and ensure success of all fundraising special events and projects, including the annual Gala, additional special events, and ongoing cultivation and thank you events.
- Assist with institutional giving program by conducting prospect research and maintaining prospect/donor databases and records, as well as keeping an institutional giving calendar.
- Revitalize donor benefit programs for more satisfying engagement with donors at all levels, particularly to encourage reconnection with the organization after the long pandemic disruption and develop appealing opportunities for new and prospective donors to connect for the first time.

**Qualifications:**

- Minimum of five years fundraising experience at a non-profit organization of similar or greater size, with direct experience in individual giving programs (both annual and major gifts). Experience should include executing traditional giving campaigns such as direct mail appeals.
- Strong project management skills, including the ability to work independently, to delegate or outsource when necessary, and to anticipate the needs of an organization and its donor community.

- Experience planning and executing special events of different sizes, including fundraisers, appreciation events, and intimate gatherings.
- Excellent English verbal and written communication skills, including the ability to creatively express an organization's narrative in a manner tailored to many different audiences.
- A track record of success conducting in-person fundraising solicitations.
- Experience in volunteer management and working with volunteer or board committees.
- Excellent computer skills including proficiency in Microsoft Office Suite, Google Drive, and Patron Manager (or similar Salesforce-driven CRM databases). Self-starting ability to learn new programs and maintain rigorous data entry standards.
- Knowledge of and interest in classical music or the performing arts more broadly is essential. Professional experience at arts organizations is preferred, but not required.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. New Century Chamber Orchestra is an equal opportunity employer; the organization actively encourages applications from candidates of diverse cultural and socioeconomic backgrounds who are passionate about music and excited about the possibility of working to support a group of exemplary musicians.

#### **Compensation & Benefits**

Annual salary starts at \$100,000, to be competitively determined based on experience and qualifications. Benefits include healthcare, dental, and vision insurance, along with a 2% employer contribution to a Simple IRA savings account. Full-time employees receive four weeks of paid vacation in addition to company holidays. This full-time position is exempt and not eligible for overtime wages.

New Century has recently transitioned to a hybrid model of work, with two required in-person office days per week and the option to work remotely otherwise. While this model is still new and subject to evolve, we expect to continue offering flexible worksite options for the foreseeable future. Candidates must currently reside in or be willing to relocate to the San Francisco Bay Area to be considered for this role, as in-person donor cultivation and attendance at New Century performances and events will be required.

#### **Applications**

Please send a letter that describes your specific interest and qualifications for the position, along with your resume. All applications will be considered confidential. Email all submissions to [rlonsdorf@ncco.org](mailto:rlonsdorf@ncco.org). Microsoft Word or Adobe Acrobat PDF attachments only, please.

*Current as of December 2021*