

# PhilharmoniaBaroque Orchestra&Chorale

RICHARD EGARR | MUSIC DIRECTOR

## Director of Development

**Reports to:** Executive Director

**Location:** Hybrid (Union Square office in San Francisco and some remote work)

**Type:** Full time, Exempt

**Direct Reports:** Development and Events Associate (full-time) and Telefundraising Representative (temporary, part-time)

**Salary:** \$95,000 - \$110,000

### **INTRODUCTION**

This role presents a rare opportunity to work within the collaborative team at Philharmonia Baroque Orchestra & Chorale (PBO). One of the world's most acclaimed and forward thinking historically informed performance groups, PBO musicians use instruments and techniques from the period the music was composed to bring it alive for today's audiences - like taking the dirt off an Old Master painting to reveal its color and energy like new.

While rooted in tradition, we think freshly about how we make our art form relevant for today's audiences, working in partnership with some of today's most exciting artists including singers Davóne Tines and Anthony Roth Costanzo, and composers Tarik O'Regan and Errollyn Wallen. In addition to our subscription series, we have an ever-evolving array of alternative programs including SESSIONS, which presents our music in a relaxed informal environment, and Jews & Music.

You'll be joining the organization at an exciting moment in its history, working with an incoming Executive Director to think freshly about income generation, build relationships with donors and volunteers, and communicate our work to those who feel passionately about it. This is an opportunity for the successful candidate to make a meaningful difference to one of the world's most respected musical organizations.

### **POSITION SUMMARY**

Reporting to the Executive Director, the Director of Development (DoD) is responsible for managing and executing the organization's development programs, including individual giving, major donors, institutional giving, events including an annual Gala, donor cultivation and stewardship, the department budget, and oversight of one full-time

employee and one temporary, part-time employee. The DoD should have the appropriate experience to make decisions and work independently and is comfortable working in a collaborative, fast-paced, mid-sized environment. This front-facing position will interface regularly with a cross section of stakeholders, including board and committee members, major supporters, patrons, vendors, etc.

Our new Director of Development will understand, value and enjoy the flexibility, opportunities (and limitations) of a midsize organization and will thrive in such an environment. They will appreciate the collaborative work setting, demonstrate willingness and interest in developing new skills outside of their core competencies, and always be happy and eager to help colleagues and departments, building an understanding of the organization as a whole. The DoD will be a leader who possesses the skills and work ethic to be a partner to the Executive Director and others in a fast-paced and ever-changing environment.

**Duties and Responsibilities:**

- Primary responsibilities include management of the Annual Fund program, including strategic execution of direct mail, telefunding, digital, subscription renewal add-on campaigns, and other fundraising initiatives.
- Oversight of donor benefits, fulfillment, gift entry and acknowledgement.
- Develops the annual Development/Fundraising Plan.
- Manages and maintains departmental annual calendar and ensures adherence to deadlines.
- Participates in direct solicitation of contributions from individual donors, including major donors. Maintains a portfolio of major and mid-level donors.
- Produces key reports from the database (Salesforce/PatronManager) to analyze annual fund performance and extracts other data to produce donor listings for concert program books, digital output, etc.
- Works with Development and Events Associate to ensure timely processing of gifts and acknowledgements and donor benefits fulfillment, maintenance of electronic and hard copy individual and institutional donor files, and daily upkeep of donor database records, files, and correspondence.
- Responsible for planning and execution of an annual slate of patron/donor events, including Annual Gala.
- Foundation research and grant writing. Works with corporate and individual sponsors to oversee benefits fulfillment. Ensures that applications, interim and final reports are filed on time.
- Produces and ensures quality and accuracy of donor listings for concert program books by generating, proofreading and editing donor lists and acknowledgements.

- Actively participates in Development and Gala Committee meetings; attends some board meetings.
- Works collaboratively with the marketing department to coordinate customer communications and grow the donor base.
- Attends concerts and events throughout the season.

**Required Qualifications:**

- 5 or more years of experience in nonprofit fundraising, preferably inside an organization that produces concerts and events related to classical music or other performing arts.
- Experience with annual giving and institutional giving programs.
- An avid learner who welcomes the opportunity to learn about a range of classical music, including new music, and an interest and ability to rethink and implement new fundraising strategies.
- Excellent interpersonal skills with an ability to relate to and successfully engage with a wide variety of stakeholders.
- Strong writing skills to develop content, including e-communications, acknowledgement letters, grant proposals, internal and external communications.
- An ability to be both creative *and* strategic.
- Database experience and understands how data informs strategies and decisions for fundraising; is able to learn new systems. Quick to learn new technology.
- Ability to manage multiple and competing deadlines in a fast-paced environment.
- Mature team member who thinks on his/her own feet and thrives on making and suggesting improvements.
- Capable of implementing and maintaining systems to improve departmental output, including data analysis.
- Demonstrable organizational skills, specifically with annual fund and event management.
- Must be able to attend and work at concerts and events in the evenings and weekends.
- Must have a valid driver's license.

**TO APPLY**

Please submit your resume and cover letter via email to [jobs@philharmonia.org](mailto:jobs@philharmonia.org) and specify "Director of Development" in the subject line of your response. No phone calls please.

Philharmonia Baroque Orchestra & Chorale is an equal opportunity employer.

## **ORGANIZATION OVERVIEW**

Now in its 42nd year, Philharmonia Baroque Orchestra & Chorale (PBO) is the leading and largest ensemble of its kind in North America and the second largest orchestral organization in the Bay Area. Under the musical direction of Richard Egarr and performing repertoire from the Baroque, Classical, and early Romantic periods, as well as new music and opera, PBO is a highly versatile historically-informed ensemble comprising the xx member Philharmonia Baroque Orchestra and the Philharmonia Chorale. The organization presents a signature season of 24 mainstage concerts in four Bay Area venues, at least 8 annual off-season programs, including large-scale opera productions, several alternative series, including SESSIONS and Jews & Music, commissions new works regularly through its long-standing New Music for Old Instruments program, produces a comprehensive suite of education programs for youth and adults and maintains a robust national and international touring schedule. The ensemble has appeared regularly at Lincoln Center, Disney Hall, Yale's Norfolk Chamber Festival, among many others. In 2020, PBO won the San Francisco Classical Voice award for Best Opera in the Bay Area for its acclaimed production *Aci, Galatea e Polifemo*. PBO maintains deep artistic partnerships and relationships with the Mark Morris Dance Group, Davóne Tines, Tarik O'Regan, Anthony Roth Costanzo, Errollyn Wallen, Matthew Aucoin and the American Modern Opera Company (AMOC) and was the first orchestra in the Bay Area to commission Caroline Shaw to compose four acclaimed works. The organization also maintains a partnership with The Juilliard School's Historical Performance division now, six years running, and engages with the conservatory in coaching, mentoring and side by side performances featuring Orchestra members and students. The ensemble has made more than 50 commercial recordings and has its own record label. PBO has been on a major growth trajectory for the past seven years and is sought after as co-commissioner and partner by organizations in the US, Europe and Australia. Artistic output has more than doubled in this time and continued growth in key areas will continue apace. The organization is governed by a working board of directors who reside in the Bay Area and across the country.

PBO embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.