



Position: Executive / Development Director of the Santa Monica Symphony Orchestra

The Executive / Development Director represents the Santa Monica Symphony (a 501(c)(3) non-profit) to the public and works with the Music Director and the Executive Board to reach the Symphony's artistic, structural, organizational, and financial goals. The Executive Director reports to the Board of Directors through the President of the Board. This position has the option to be part-time or full-time. Requires some evening and weekend hours during the orchestra season.

Mission: The Santa Monica Symphony provides access to excellent symphony music through five free concerts each season, and contributes to school-based and life-long musical education through its activities and performances.

Duties

The Executive / Development Director's duties include, but are not limited to, the following.

- Maintain financial stability through resource management and revenue generation.
- Build and maintains the Symphony's audience.
- Foster a positive supportive relationship with the community, City and County boards and agencies, neighborhood groups, schools, the Chamber of Commerce, businesses, foundations
- Establish and oversee volunteers and groups that support the Symphony's mission and goals.
- Manage and evaluate personnel and makes recommendations to the Board.
- Oversee all concert operations, except artistic personnel.
- Publicize Symphony events and activities, and ensure online information is correct and up to date.
- Solicit advertisements and tributes for the annual program book.
- Organize two or more benefits each year.
- Implement fundraising appeals and activities necessary to achieve the revenue objectives established by the Board.
- Compile audience statistics, financial information.
- Attend all board meetings and serve ex-officio on Board Committees
- Report to the Board on progress toward meeting performance benchmarks.
- Develop and submits grant proposals and reports.
- Other duties as assigned.

The Executive / Development Director works with the Board and the Music Director

- To identify and cultivate prospective board members and donors.
- To identify potential sources of grants and contracts.
- In strategic planning and Board development.

Fund raising objectives 2019-2020:

- Existing grants – Ongoing
- Solicitations – Once or twice per year
- Adbook – Raise \$10K net of expenses
- Existing grants – Maintain at an equal level relative to 2018-2019
- New grants / Corporate Sponsorships – Raise \$30K
- Gala – Raise \$20K net of expenses
- Spring event – Raise \$10K net of expenses