



Job Title: Associate Director, Development Communications

Department: Development

Reports to: Director, Stewardship, Events, and Development Communications

Supervises: None

Interacts regularly with: CEO; Senior Director, Development (SDD); Development Leadership Team; Frontline Fundraisers; Marketing, Communications, Public Relations, Creative and Digital Innovation Teams

Status: Full-time, Exempt
Salary/year: \$86,996.00

JOB SUMMARY

The Associate Director, Development Communications (ADDC) is a member of the Development Stewardship, Events, and Development Communications team and reports to the team's Director (DSEDC). The ADDC writes copy, edits communications, supports brand and organizational voice alignment across the team, and manages a comprehensive communications plan to support and enhance the success of the fundraising program in cultivating and stewarding donors. Additionally, this professional manages the implementation of the fundraising communication strategies of the San Francisco Symphony.

The Associate Director, Development Communications will work within a dynamic and fast-paced environment to increase awareness among SFS patrons of the impact of philanthropy upon the Symphony's strategies and programs through a variety of development publications and media. They will work with a team to develop collateral for the various fundraising lines as outlined above. The ADDC also maintains relationships with other key communications professionals throughout the San Francisco Symphony to inform and enhance communications processes across teams. The successful candidate will be a donor-centric strategist, staying up-to-date on best-practices and new ideas.

Successful candidates need to demonstrate initiative, quality of work, and an ability to work across multiple communications platforms in strong collaboration with the institution's marketing and communications departments. Further, an ability to "tell the story" to Symphony patrons through superb creative writing and editing is necessary for success in this role.

RESPONSIBILITIES

- With direction from SDD and DSEDC, as well as the Development Leadership Team, assist with communications strategies and the creation of key messaging and content to support the Development department's ongoing fundraising, donor communications and outreach efforts.
- Build a deep knowledge of the San Francisco Symphony's brand, visual identity, voice, and style to support infusion and cohesion with the Development Communications and overall institutional messaging.
- Write and edit copy for CEO, President, and SDD, including event remarks, solicitations, proposals for Annual, Special, and Campaign fundraising, and Board reports.
- Responsible for copy and proofing on all print and electronic communications related to fund development, including ads, individual and corporate proposals, brochures, newsletters and e-newsletters, stewardship materials, campaign case statements, fundraising reports, audio/visual presentations, etc.
- Edit all Development collateral, including Stewardship and Event materials, to ensure quality and a consistent message and accomplish intended impact for fundraising.
- Research and draft donor profiles in support of planned giving initiatives.
- Drafts and copy-edits Stewardship communications to donors including endowment fund reports, reports on restricted gifts, annual report to donors, and newsletters and email communications.
- Provide feedback and input on communications to guide the successful development and accomplish intended impact for fundraising.
- Project-manage the development of all fundraising materials, including coordinating a year-round production schedule with the Editorial and Creative Services teams.
- Maintain the communications calendar that project manages a comprehensive communications plan for the Development department.
- Tracks progress of materials with in-house and outside designers, photographers, producers, printers, and suppliers; coordinates their needs and ensures that work is completed in an efficient and cost-effective manner.
- Work closely with Marketing and Editorial on additional collateral to maintain the Development sections of the SFS website, Playbill, and other relevant pieces, including marketing proofs for emails, print & electronic ads, and season materials.
- Provides logistical and scheduling support for photo/video shoots and interviews.
- Support effective and appropriate internal and external communications for Development department in collaboration with Development Leadership Team.
- Stay up to date on best practices in orchestral music, nonprofits, and on broader San Francisco Symphony initiatives and impact.
- Perform additional duties as required by the San Francisco Symphony.

QUALIFICATIONS

- Bachelor's degree required and at least three years of relevant professional communications and copywriting experience.
- Experience writing best-in-class communications for donors of all levels from broad-based to custom solicitation and stewardship.
- Exceptional verbal and written communications skills; strong creative writing as well as excellent copyediting skills.

- Strong organizational skills; ability to prioritize and handle multiple projects simultaneously and to work calmly under pressure of deadlines.
- Proven project management skills in publications and print production.
- Knowledge of diverse media platforms, including new social media platforms.
- Ability to work with variety of constituencies and to manage details as well as to maintain total project overview.
- Ability to work independently as well as to be a team member with colleagues to achieve common goals; flexibility in finding solutions to problems.
- Knowledge of MS Office (Word, Outlook, Excel, PowerPoint) required. familiarity with desktop publishing, and preferably website design and maintenance.
- Poise, maturity of judgment, sense of humor.
- Passion and/or interest in orchestral music preferred.
- Preferred knowledge of Tessitura
- Advertising, branding or sales marketing background helpful.
- Professional experience in fundraising within a large organization preferred.

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.sfsymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on “Jobs at the SF Symphony.” Search for this job and click on “Apply for this Position” to submit your resume.

ORGANIZATIONAL PROFILE

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. Under the artistic direction of Michael Tilson Thomas since 1995, the Orchestra is a leading presence among American orchestras at home and around the world, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In December 2018, the San Francisco Symphony announced Esa-Pekka Salonen as its Music Director Designate along with a group of eight Collaborative Partners from a variety of cultural realms who collectively form a new artistic leadership model. Salonen is SFS’s 12th Music Director since September 2020, at which time Michael Tilson Thomas became the Orchestra’s first Music Director Laureate, following his remarkable 25-year tenure as Music Director.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its active national and international touring. A cornerstone of the organization’s mission, the San Francisco Symphony’s education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth-grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The SFS has won such recording awards as France’s Grand Prix du Disque and Britain’s Gramophone Award, as well as 15 Grammy Awards. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and the web. In 2014, the SFS inaugurated SoundBox, a new experimental performance venue and music series located backstage at Davies Symphony Hall. SFS radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra’s concerts across the country.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.