

Director of Development

The Maryland Symphony Orchestra seeks a highly self-motivated individual with excellent interpersonal skills to operate the full range of development activities: annual fundraising, cultivation and stewardship of individual and corporate major donors, special events, and the coordination of volunteers.

POSITION OVERVIEW

The Director of Development plans, manages, and executes all aspects of the fund development program. This position reports directly to the Executive Director and works collaboratively with the members of the Board of Directors and other staff to secure the annual contributed revenue budget and achieve other long-term organizational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In collaboration with the Executive Director, Board, and Development Committee, provides leadership, strategic analysis and plans for fundraising
- Conceives and executes a comprehensive development strategy and operating plan to ensure that revenue goals are met
- Identifies annual and long-range funding priorities
- Evaluates, analyzes, and reports on all components of the fund development program, including progress/outcomes
- Develops and executes a well-coordinated plan to cultivate and steward major donors and foundations
- Designs and manages a comprehensive development infrastructure that supports and increases the base of donors and subscribers
- Plans and executes the annual giving campaign to secure unrestricted, contributed general operating revenue
- In collaboration with the Executive Director, Board, and Development Committee, identifies new sources for individual, corporate, and foundation gifts
- Writes proposals, reports, and budgets for donors and funders
- Coordinates a major gifts program that includes prospect research and cultivation, preparation and scheduling of solicitation, and appropriate follow-up
- Engages, motivates, and enhances capabilities of Executive Director, Board members, and other HSO staff to ensure that appropriate major gift solicitation and follow-up occurs
- Serves as primary staff liaison for the Board Development Committee

- Prepares and assists in preparation of fundraising communications and solicitation materials
- Serves as staff liaison for volunteer groups and special event committees
- Develops and manages the Development budget
- Supervises staff to ensure maintenance of a secure patron/donor database system, accuracy of gift recording, timely donor recognition, and reconciliation between development and finance departments
- Perform other duties as assigned by Executive Director

EDUCATION AND/OR EXPERIENCE

Bachelor's degree and at least five years experience in a senior development position and/or an equivalent combination of experience and education. Proven track record in major gift stewardship and grant writing. Experience cultivating major donor relationships.

OTHER SKILLS AND ABILITIES

- Love of the arts
- Genuine interest in bringing great music to the community
- Strong interpersonal communication skills
- Knowledge of Hagerstown funding community
- Excellent written and verbal communication skills, including ability to maintain collaborative and positive interoffice relationships
- Ability to speak effectively with, and respond to questions from, patrons and the general public
- Appreciation for the level of detail, discretion and good judgment necessary for effective solicitation and cultivation of donors and supporters
- Able to prioritize and manage multiple activities, and meet multiple deadlines
- Sound professional and personal characteristics, including integrity, confidence, enthusiasm, analytical ability, the capacity to lead, and the ability to maintain donor confidentiality
- Excellent time management skills and attention to detail
- Excellent computer skills and comfort with technology, including understanding of spreadsheets, word processing, mail merge, and cloud-based donor management solutions
- Ability to meet deadlines under pressure and maintain office relationships with respect and good humor

Must possess valid driver's license and access to a reliable automobile with appropriate insurance coverage. Parking is provided.

Compensation commensurate with experience.

Employer-paid health plan with partial dependent coverage.

MSO is an equal opportunity employer.