



**GREENVILLE  
SYMPHONY**

## **Greenville Symphony Association**

### **Director of Development**

#### **POSITION SUMMARY**

The Director of Development is a collaborative leader first and foremost, guiding the Greenville Symphony Orchestra (GSO) in successfully developing and executing an innovative fund development program, including annual fund, major gifts, corporate and foundation partnerships, advocacy, fundraising events, and grants. The Director of Development will create and implement a comprehensive philanthropic revenue plan, tracking and reporting mechanisms, consistent with organizational requirements and community capacity, in conjunction with the Executive Director and Board of Directors. They will build an organizational process to execute the revenue plan, including mechanisms to actively engage staff, board members, and musicians.

The successful candidate is enthusiastic about symphonic music as a tool to serve the community and the positivity is contagious. They are focused and effective in a fast-paced environment. They can build relationships with people from all walks of life, with exceptional capacity to act with empathy and kindness.

As a key member of the leadership team, the Director of Development is critical to the success of the symphony.

REPORTS TO: Executive Director

DIRECT REPORT: Development Assistant, various sub-contractors and seasonal interns

CLOSE COLLABORATORS: Artistic Operations, Accounting, and Marketing

HOURS/WEEK:

- 36 hours office work week, plus concerts, special, and community events
- Full time, exempt



## KEY RESPONSIBILITIES

### Fundraising

- Strategically partner with the Executive Director, Music Director, Board of Directors, and musicians to generate sustainable revenues:
  - Cultivate and solicit major gifts
  - Cultivate and solicit corporate sponsorships
  - Cultivate and solicit major grants
- Plan, manage, and implement all phases of the Annual Fund campaign; oversee the solicitation and acknowledgment process, maintenance of records, and establishment and disclosure within IRS guidelines of donor benefits; monitor progress and make adjustments as needed.
- Work with the Executive Director to develop and direct a year-round program to cultivate new prospects and seek out new funding opportunities.
- Develop and implement a corporate sponsorship program; research and identify potential sponsors; prepare proposals and work with Board to identify matches between GSO's program and each company's interests.
- Hire and supervise contractors to prepare grant applications for corporations, foundations, and government agencies that provide arts funding; researching all grant possibilities and writing reports and back-up materials to support each application; following up on each proposal.
- Work with volunteers to plan fundraising events and benefits; participate in establishing the budget and oversee the execution of any event.
- Oversee the development and production of all materials used to support the GSO's fundraising events and campaigns.
- Develop an ongoing planned giving program; work with Board to identify, cultivate, and solicit prospects.

### Budgeting and Planning

- Assist the Executive Director and Board in establishing appropriate goals for the Annual Fund and all other fundraising campaigns deemed necessary (endowment, capital, planned giving, etc.) each year.
- Develop a plan for achieving those goals and establish a master calendar that outlines all fundraising events and campaigns; coordinate all activities with the GSO's master calendar.
- Develop budgets for each event and campaign; monitor the progress of each, and adjust plans when necessary.
- Work closely with the Executive Director and other designated staff in long-range planning for the GSO; prepare budget projections as needed.



## **Administrative**

- Organize staff and volunteers to carry out all fund-raising campaigns and events; evaluate the effectiveness of each campaign.
- Oversee the maintenance of all donor files and records; develop and administer all donor benefits programs in accordance with IRS guidelines.
- Provide periodic progress reports on all campaigns; prepare program listings.
- Serve as part of the senior staff to assist in setting and implementing administrative and artistic policies.
- Recruit, manage, develop, and evaluate the performance of all development staff, including interns and volunteers.

## **Other**

- Develop and maintain internal and external contacts to optimize fund-raising efforts.
- Maintain ongoing contact with contributors, corporate sponsors, and business and community leaders.
- Keep abreast of recent research on fund raising; maintain a collection of current fund-raising resource materials.
- Attend all GSO fundraising and performance events; represent the GSO at other civic and cultural events, as needed.
- Represent the GSO in a manner that demonstrates the highest standards of professionalism and ethical conduct.
- Perform other duties as assigned by the Executive Director.

## **NECESSARY SKILLS, EXPERIENCE, AND QUALIFICATIONS**

- Bachelor's Degree required.
- Minimum of three (3) years professional development or related experience, with experience in a significant leadership role in the development department of a not-for-profit organization.
- Knowledgeable about all aspects of fundraising, including campaign design and execution, and experience in solicitation and securing of major gifts.
- Superb oral and written communication abilities with an ability to speak and write persuasively about the mission, goals, and income needs of the GSO.
- Experience and familiarity with annual fund programs, corporate sponsorships and foundation proposals, and grant requests.



## GREENVILLE SYMPHONY

- Superb planning and organizational skills.
- Maturity, discretion, integrity, high energy, creativity, and cultural sensitivity, able to work effectively in a high-profile arts institution.
- Outgoing and people-oriented, with outstanding interpersonal skills.
- Self-motivated, with strong organizational skills.
- Ability to work evenings and weekends.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Use of an office phone, computer and internet is required
- Must have a valid driver's license and own transportation
- This job will be based in Greenville Symphony's offices in downtown Greenville
- A cell phone and remote access to e-mail and office files are required, as many tasks take place offsite
- Ability to occasionally carry materials or signage

### **COMPENSATION AND BENEFITS**

The Greenville Symphony offers a competitive salary and benefits package, including medical, dental, vision, 401K matching, and generous paid time off.

### **ABOUT THE GREENVILLE SYMPHONY**

As an educational and cultural ambassador for Greenville and South Carolina, the Greenville Symphony Orchestra (GSO) is a resource that builds community by providing excellence in live musical performance, educating minds, and engaging our community through the unifying power of music.

A core roster of 67 professional musicians perform over 30 public ticketed concerts annually at venues including the Peace Center, the Peace Center Gunter Theatre, and at various venues across the region. The Greenville Symphony has been the anchoring cultural offering of the upstate for more than 75 years.

Our programs are designed for every age and listener. Annually, the orchestra offers more than 100 free events that serve 25,000 people in the South Carolina Upstate. Our board, orchestra musicians, and leadership are passionate about supporting and promoting our local music teachers, and our community arts partners like the SC Children's Theatre, the Greenville Chorale, International Ballet, Greenville Youth Chorale, Sigal Music Museum, Greenville County Youth Orchestra, and the Carolina Youth Symphony.



**GREENVILLE  
SYMPHONY**

As the Greenville Symphony continues to evolve with a rapidly growing Greenville, we are investing in high quality musicians and staff, enriching programmatic offerings, and enhancing community impact through educational engagement.

### **HOW TO APPLY**

Send resume, cover letter, and three references to Jessica Satava, Executive Director, at [jsatava@greenvillesymphony.org](mailto:jsatava@greenvillesymphony.org)