



DEVELOPMENT DIRECTOR Full time, Exempt

REPORTS TO: Executive Director

JOB SUMMARY: The Development Director, with assistance from the Executive Director, is responsible for the development, management, implementation, and evaluation of the overall fundraising program consistent with Augusta Symphony's needs and goals. To that end, the Development Director manages board members and volunteers in planning and executing all annual, sponsorship, capital, endowment, and planned giving programs, as well as fundraising events. The Development Director is also responsible for submitting grant applications to federal, state, and local government agencies, and researching and applying to private foundations and corporations. The Development Director will recommend fundraising policies and procedures to the Executive Director and Board with the goal of building a year-round development program that demonstrates the highest standards of professionalism and ethical conduct. The Development Director supervises the Development Coordinator and serves as staff liaison to First Vice President of Development.

JOB DUTIES AND RESPONSIBILITIES:

Fundraising

- Work directly with Board and staff leadership to plan and implement fundraising strategies designed to increase contributed revenue through broadening and diversifying the donor base while driving existing donors to increased giving levels
- Mobilize the Board, Music Director, Executive Director, and staff to strengthen existing relationships and generate new support
- In conjunction with the Executive Director, maintain/update the Case for Support
- Plan, manage, and implement all phases of the Annual Fund campaign; oversee the solicitation process and establishment and disclosure within IRS guidelines of donor benefits; monitor progress and make adjustments as needed
- Develop and manage a prospect pool for personal visits and giving outcomes. Personally solicit annual/major gifts of \$1,000+
- Manage and implement solicitation of smaller gifts via direct mail and private gift with ticket campaigns
- Develop and implement a corporate sponsorship program; research and identify potential sponsors; prepare proposals and work with Board to identify matches between Augusta Symphony's programming and each company's interests (i.e. concert sponsors, educational initiatives, etc.)
- With Development Coordinator, manage concert sponsorship renewal campaign concurrent with ticket subscription renewal program and ensure fulfillment of sponsor benefits
- Prepare grant applications for corporations, foundations, and government agencies that provide

funding with the approval of Executive Director prior to submission; research all grant possibilities and write reports and back-up materials to support each application; follow up on each proposal and provide outcome summary to Executive Director

- Work with staff and volunteers to plan fundraising events, specifically the Gala; identify event team members and establish event budgets and oversee the execution of each event
- In conjunction with the Marketing Director, execute development and production of all materials used to support the Augusta Symphony's fundraising events and campaigns
- Work with Executive Director to 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 including direct mail, board giving campaign, major giving program, donor stewardship programs, annual Gala, foundation grants, corporate giving, and government grants
- Develop a plan for achieving those goals and establish a master calendar that outlines all fundraising events and campaigns; coordinate all activities with the Augusta Symphony'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 Augusta Symphony; prepare budget projections as needed.

Board of Directors

- Engage Board members in Augusta Symphony's fundraising efforts. With the First Vice President of Development, work with the Board to develop and direct a year-round program to cultivate new prospects
- Report to the Board and Executive Committee on progress of all fundraising events and campaigns; provide reports and statements
- Recommend fundraising policies and procedures to the Executive Director and Board as needed

Other

- Maintain ongoing contact with contributors, corporate sponsors, and business and community leaders
- Keep abreast of recent research on fundraising
- Attend other civic and cultural events in the community; represent Augusta Symphony at civic events as requested
- Perform other duties as assigned by the Executive Director

To apply, please email cover letter and resume to positions@augustasympphony.com. No phone calls please.