



Job Description

POSITION TITLE: DEVELOPMENT DIRECTOR
REPORTS TO: Executive Director
EXEMPT STATUS: Non-Exempt

JOB SUMMARY: The Rockford Symphony Orchestra is a registered 501(c)(3) nonprofit corporate and a leading cultural institution in Northern Illinois, proudly fulfilling its mission through public performances, and education and outreach programs. The Development Director is responsible for the creation, management, implementation, and evaluation of an overall fundraising program consistent with the RSO's needs and goals. The Development Director manages the process for all annual, sponsorship, endowment, and planned giving programs, as well as fundraising events. The Development Director is responsible for researching and applying for grants to government agencies and corporate and private foundations that provide arts funding. The Development Director will build a strong organizational development culture that demonstrates the highest standards of professionalism and ethical conduct.

COMPENSATION AND BENEFITS

The Rockford Symphony offers a competitive salary and benefits package, including medical, dental, tickets to RSO performances, and paid time off.

JOB DUTIES AND RESPONSIBILITIES:

Fundraising

- Plan, manage, and implement all phases of the Annual Fund campaign; oversee the solicitation and acknowledgment process, maintenance of records, and fulfillment of donor benefits.
- Develop and regularly update a comprehensive case statement for support of the RSO.
- Work with Board 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 RSO's program and each company's interests.
- In collaboration with the Education and Community Engagement Director, prepare grant applications for corporations, foundations, and government agencies that provide arts funding; research all grant possibilities.
- Work with and nurture volunteers to plan all special fundraising events; participate in establishing the budget and oversee the execution of each event.
- Oversee the development and production of all materials used to support the RSO's fundraising events and campaigns.
- Nurture the Encore Society planned giving program; work with RSO and RSO Foundation Boards to identify, cultivate, and solicit prospects.
- Support Board and staff efforts to solicit in-kind contributions.

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 schedule that outlines all fundraising events and campaigns; coordinate all activities with the RSO's master calendar.
- Develop budgets for each event and campaign; monitor the progress of each and adjust plans when necessary.

Administrative

- Develop Board and volunteer leadership through participation in Board committee meetings and ongoing donor cultivation efforts; participate in identifying and recruiting new leadership.
- Recommend fundraising policies and procedures to the Executive Director and Board.
- Organize staff and volunteers to carry out all fundraising campaigns and events; evaluate effectiveness of each campaign.
- Manage donor activity and communication using CRM; develop and administer all donor benefits programs in accordance with IRS guidelines.
- Provide periodic progress reports on all campaigns; prepare listings and financial statements as needed by the Board and staff.
- Serve as part of the senior management team to assist the Executive Director in setting and implementing administrative and artistic policies established by the Board.

Other

- Develop and maintain internal and external contacts to optimize fundraising efforts.
- Maintain ongoing contact with contributors, corporate sponsors, and business and community leaders.
- Keep abreast of recent research on fundraising; maintain a collection of current fundraising resource materials.
- Attend civic and other cultural events in the community; represent the RSO by speaking at public events as requested.
- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

- Minimum bachelor's degree in business, Marketing, Management or Communications plus 4 to 5 years fundraising experience; or equivalent combination of education and experience.
- Certified Fund Raising Executive (CFRE) credential preferred.
- Working knowledge of tax laws related to charitable contributions and planned giving experience a plus.
- Willingness to embrace and adhere to the RSO's mission.
- Outstanding interpersonal skills and impeccable oral and written communication skills.
- Ability to foresee and anticipate challenges and opportunities.
- Solution oriented, with excellent problem-solving abilities.
- Knowledge of Patron Manager/Salesforce (or equivalent CRM) a plus.
- Proficiency in Microsoft Office Suite.
- Must be able to work evening and weekend as needed based on the RSO concert and event calendar.

PHYSICAL REQUIREMENTS

Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop, and stretch. Occasionally lift and carry up to 20 pounds.

SALARY RANGE & BENEFITS:

\$55,000 - \$60,000

Paid Time Off (PTO)

Paid Holidays

401K Retirement Savings Account

Health Insurance

Dental Insurance

Vision Program

HOW TO APPLY

The position will remain open until filled. Application will be reviewed upon receipt and continue until the appropriate candidate is identified.

Please e-mail cover letter and resume to Julie Thomas, Executive Director at

jthomas@rockfordsymphony.com.

Rockford Symphony Orchestra is an equal opportunity employer.