

REPORTS TO: Executive Director

JOB SUMMARY: The Development Director is responsible for the development, management, implementation, and evaluation of the overall fundraising budget and strategy 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 as well as private foundations and corporations. The Development Director will recommend fundraising policies, procedures, and opportunities to the Executive Director and Board of Directors with the goal of building a year-round development program that demonstrates the highest standards of professionalism and ethical conduct.

The Development Director works closely with the Executive Director and supervises the Development Coordinator while serving as staff liaison to Augusta Symphony Board of Directors' Vice President of Development.

REQUIREMENTS:

- 7–10 years of experience in Development, preferably with a non-profit organization
- Bachelor's degree, preferably
- Proficiency in Microsoft Office: WORD, Excel and Power Point
- Attention to detail a must

JOB DUTIES AND RESPONSIBILITIES:

Fundraising

- Work directly with the Executive Director, Board of Directors (Board) and staff leadership to plan and implement fundraising strategies designed to increase contributed revenue through broadening and diversifying the donor base while building relationships and engaging with existing donors to increase giving levels.
- Mobilize the Board, Music Director, Executive Director, and staff to strengthen existing relationships and generate new support.
- Maintain/update the Case for Support in conjunction with the Executive Director.
- 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 adjust as needed.
- Develop and manage a prospect pool for personal visits, donor engagement events, 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.
- Maintain and grow the corporate sponsorship program; research and identify potential sponsors; prepare proposals and work with Executive Director and Board to identify matches

between Augusta Symphony's programming and each company's interests (i.e. concert sponsors, educational initiatives, etc.).

- Manage concert sponsorship renewal campaign concurrently with ticket subscription renewal program and ensure fulfillment of sponsor benefits along with the Development Coordinator.
- Prepare funding proposals and grant applications for corporations, foundations, and government agencies with the approval of Executive Director prior to submission; research all grant possibilities year-round; write narratives, prepare budgets, and provide back-up materials to support each application; follow through on each proposal and ensure supporting and reporting documents are submitted per award agreements.
- Work with staff and volunteers to plan fundraising events, specifically the annual Gala; identify event team and committee members; establish event budgets; secure donor, sponsor, and grant dollars where needed and appropriate; and oversee the ideation and execution of each event.
- Execute development and production of all materials used to support the Augusta Symphony's fundraising events and campaigns in conjunction with the Marketing Manager.
- Work with Executive Director to develop an ongoing planned giving program and work with Board of Directors 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 the above goals and establish a master calendar that outlines all fundraising events and campaigns; maintain Development Plan to achieve goals and monitor actively.
- Work closely with the Executive Director and designated staff in long-range planning for Augusta Symphony; prepare budget forecasts as needed and adapt outreach accordingly.

Board of Directors

- Engage Board members in Augusta Symphony's fundraising efforts. Along 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 updates and resources.
- 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 resources, opportunities, and strategies.
- Attend other civic and cultural events in the community; represent Augusta Symphony at 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.