

DEVELOPMENT DIRECTOR
JOB DESCRIPTION
DULUTH SUPERIOR SYMPHONY ORCHESTRA
April 2008

JOB TITLE: Development Director
REPORTS TO: Executive Director

JOB SUMMARY: The Development Director is responsible for the development and implementation of fund-raising programs consistent with the Orchestra's needs and goals. The Development Director works closely with the Executive Director and Board in planning and executing all annual giving as well as donor recognition and fund-raising events. The Development Director is also responsible for making grant applications and reports by researching and applying to private foundations and corporations that provide arts grants. The Development Director will recommend fund-raising policies and procedures to the Executive Director that demonstrates the highest standards of professionalism and ethical conduct.

JOB DUTIES AND RESPONSIBILITIES:

Fund-raising:

Plan and implement all phases of the Chair-Support Campaign. Work with the Executive Director and the Board to develop a year-round program to cultivate new prospects and seek new funding opportunities. Oversee the solicitation and acknowledgment process, maintenance of records, and establishment and disclosure with IRS guidelines of donor benefits. Monitor progress and make adjustments as needed.

Develop a comprehensive case statement for support of the Association, based on strategic planning. Update annually.

Work with executive director to plan and implement any additional campaigns deemed necessary or beneficial to the welfare of the organization.

Prepare grant applications, researching grant possibilities and write reports and supporting materials for each application, cultivating new prospects and seeking new funding foundation opportunities.

Working with volunteers to plan all donor-recognition events. Participate in establishing a budget for fundraising and oversee the execution of each event.

Work with co-chairs and a volunteer team to plan and implement the Symphony Ball, the organization's largest fund-raising event.

Work with the Executive Director, Marketing Director and the Board to identify matches between Association's programs and any individual who might serve in the role of corporate sponsor. Or develop leads from corporate sponsors into potential development prospects.

Budgeting and Planning:

Assist the Executive Director in establishing appropriate goals for the Chair-Support Campaign and all other fund-raising campaigns deemed necessary

Development Intern

If warranted, coordinate with local colleges to interview candidates for Development Internship program. Determine length, hours and subject of program, oversee and review.