



Oakland Symphony Director of Development

The Oakland Symphony is seeking a **Director of Development** to join a dynamic leadership team that prioritizes artistry, education, diversity, equity and access for audiences, staff and musicians.

THE ORGANIZATION

Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community. We seek a Director of Development who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's programming.

POSITION SUMMARY

The Director of Development will implement a strategic fundraising plan, leading a team responsible for raising \$1.5 to \$2 million for the annual fund, and major and legacy gift initiatives to expand the endowment and ensure long term sustainability of the organization.

The successful candidate will cherish relationship-building, nurture an organizational culture of philanthropy, work collaboratively with colleagues across the organization, balance multiple priorities, and focus on strategies that maximize contributed revenue.

Reports to: Executive Director

Direct Reports: Development Associates (2)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement, and oversee a multi-year strategic fundraising action plan that meets or exceeds established financial targets for all areas of giving including the Annual Fund - individual, corporate/sponsorship, foundation, and government; and special major gift initiatives.
- Work with the Executive staff, Board and volunteers, to solicit individual gifts through in-person visits, phone, and written correspondence for the Annual Fund and special projects.
- Develop and manage contributed revenue and expense budgets.
- Implement, coordinate and evaluate stewardship activities, solicitation schedules, recognition and benefits for all donors.
- Oversee and lead 2 direct reports
- Work closely with Executive Director, Board and Development Committee volunteers to develop and implement strategies to identify, cultivate, solicit, and steward new major gift donors.
- Serve as a visible and engaged public representative of the Oakland Symphony.
- Collaborate with marketing & PR to ensure consistent organization messaging and timelines.
- Develop a simple donor communications plan.
- Manage systems and reports for all development categories to consistently track current results against goals, and annual projections, to increase donor giving, re-engage lapsed donors, acquire new donors, and maximize donor retention.
- Oversee the work of two Development Associates who support donor communications, stewardship, events, gift processing and donor database, and other projects as needed.

QUALIFICATIONS

- 6+ years of experience as a fundraising professional, with 3 years in a leadership role.
- Experience identifying, cultivating, soliciting and stewarding donor relationships.
- Proven record of cultivating prospects, making in-person asks and securing 5- and 6-figure gifts, including planned and endowment gifts, and major gifts for special initiatives.
- Proven record of managing all aspects of the Annual Fund including Board giving, major gifts, broad-base (direct response) giving, foundation grants, corporate sponsorships and government funding.
- Superb written, verbal, management, and organizational skills.
- Experience with developing and managing budgets.
- Experience developing income projections and expense budgets.
- Experience working with volunteers.
- Strong management and leadership skills that inspire the team.
- Strong social and interpersonal skills.
- Experience working for an organization in performing arts a plus.
- Knowledge of Salesforce/Patron Manager software is an advantage.
- Must be able to work some evenings and weekends.
- Bachelor's degree.

ATTRIBUTES

- Dynamic visionary with exceptional interpersonal and problem-solving skills;
- Flexible, focused, organized, and analytical problem solver
- Attention to detail, adherence to deadlines and ability to prioritize.
- People person and team player.
- Sense of humor.
- Learner who seeks to improve personally and professionally.

SALARY AND BENEFITS

Salary commensurate with experience. Oakland Symphony offers generous vacation/benefits packages. Oakland Symphony is an equal opportunity employer and actively seeks diversity in staffing.

To Apply: Please submit your resume with a cover letter to Dr. Mieko Hatano, Executive Director, at jobs@oaklandsymphony.org.