



## 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 annual and long-term fundraising plans, including a capital campaign underway to expand vital programs and 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 and community, balance multiple priorities, and focus on strategies that maximize contributed revenue.

**Reports to:** Executive Director

**Direct Reports:** Senior Engagement Officer  
Development Associate

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement and oversee next-year, and multi-year strategic and tactical plans that meet or exceed established financial targets for all areas of giving from all sources of giving.
- 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, Development, and Legacy 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.

## **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**

Annual salary between \$95,000-\$115,000. 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](mailto:jobs@oaklandsymphony.org).