



Development Director Job Announcement

April 8, 2024

The Berkeley Symphony seeks a full-time Development Director to begin in Summer 2024.

Background

The Berkeley Symphony's adventurous concert programs combine innovative new works with traditional classical repertoire to engage the curiosity, spirit, and intellect of our audiences. In addition, our award-winning *Music in the Schools* program brings symphony musicians into Berkeley public elementary school classrooms. With our public concerts and education programs, we serve over 7,500 people per year.

The Berkeley Symphony is an open, inclusive, and welcoming organization for all. Applicants from diverse backgrounds are strongly encouraged to apply.

Position Summary

The Development Director serves as the Symphony's principal fundraising strategist, partnering with the Executive Director to develop, manage, and implement a comprehensive and varied fundraising program.

The Berkeley Symphony's annual income budget is approximately \$1.5 million, of which \$900K–\$1M comes in as contributed income through the Development office. To achieve this income goal, the Development Director oversees a range of programs including annual fund, major gifts, planned giving, special events, and corporate, government, and foundation giving. The Development Director provides and champions a fundraising perspective to help the Executive Director, Board of Directors, Ambassadors Council, staff, and musicians, to be effective ambassadors for Berkeley Symphony.

Essential Responsibilities and Duties

Fundraising

- Develop and implement a comprehensive Development Plan consistent with Berkeley Symphony's short- and long-term objectives.

- Foster and develop good relationships with Berkeley Symphony constituents, including the Board of Directors and past/current/future donors.
- Manage all aspects of donor prospecting, cultivation and stewardship at all levels, including researching and analyzing trends and developing strategies to maximize fundraising program success.
- Plan, manage, and implement all phases of the Annual Fund campaign; oversee the solicitation and acknowledgement process, budget development and tracking, and the management and maintenance of donor records.
- In partnership with the Executive Director and the Board of Directors, identify, cultivate, solicit, and steward prospects for major gifts, including endowment and planned gifts.
- Identify and pursue opportunities for institutional funding. Manage the application and reporting processes for grant opportunities from corporations, foundations and government agencies.
- Work with the Executive Director, Director of Strategic Partnerships and Audience Engagement, relevant Board committees and volunteers to plan and execute the key fundraising events each season.
- Be a personable, professional presence at all Berkeley Symphony concerts and events. Partner with and support front-of house staff to enhance the patron experience.

Board of Directors

- Attend bi-monthly Board meetings, providing progress reports on fundraising events and activities; provide other reports and statements as requested.
- Support the Board of Directors in their fundraising responsibilities, and act as a resource to them in developing best practices.
- Partner with the Executive Director and Committee Chair to run the Development Committee, including setting group goals in alignment with the strategic plan, calendaring meetings, creating agendas, tracking notes and action items.
- Develop Board and volunteer leadership through participation in Development Committee meetings and ongoing donor cultivation efforts; participate in identifying and recruiting new leadership and membership for the Committee.
- Support the Board Nominating Committee by providing a development perspective on potential new board members.

General Administration

- Collaborate with the Director of Strategic Partnerships and Audience Engagement to ensure the consistency of branding and messaging across all written and electronic communications with donors and the public at large.
- Work closely with the Executive Director and Finance Manager to develop an annual contributed revenue budget that meets the objectives of the strategic plan.
- Work with the Finance Manager to complete and review the monthly financial statements. Provide updates to the Finance Committee and Board for their monthly meetings.
- Collaborate with the administrative team, attending staff meetings as requested.
- Represent Berkeley Symphony in the local arts and fundraising communities, participating in appropriate networking organizations.
- Support the front-of-house function for concerts and manage pre- and post- concert donor events as needed. This requires some light lifting, and the availability to do work some nights and weekends.
- Perform other duties as assigned by the Executive Director.

Qualifications

- Passionate about the Berkeley Symphony's mission and impact.
- Interest in and appreciation of classical music.
- At least 5 years non-profit fundraising leadership experience, preferably in a Bay Area arts organization.
- Experience planning and implementing significant fundraising events.
- Demonstrated ability to be both a leader and a team player who works effectively with others, is self-motivated and flexible.
- Professional demeanor with excellent interpersonal, verbal and written communication skills.
- Customer service orientation
- Outstanding attention to detail, organizational skills, and commitment to quality.
- High aptitude for technology, comfortable with learning and adapting to new software platforms. Experience with CRM databases and data processes, including mail merges, searching, sorting, analysis, charts and reporting.
- Good judgment, sense of humor, and ability to develop and maintain effective relationships with donors, prospects, and Berkeley Symphony community while maintaining appropriate confidentiality.
- Ability to work occasional evenings and weekends.

Compensation

Annual salary from \$90,000 to \$100,000, commensurate with qualifications and experience. Benefits: medical, dental, vision, and 403b plan.

To apply

Position open until filled. Send cover letter and resume to:

Marion Atherton
Executive Director
Berkeley Symphony
1919 Addison Street, Suite 201
Berkeley, CA 94704
matherton@berkeleysymphony.org

No phone calls please.