

Chattanooga Symphony and Opera
Job Description
Director of Development and Special Events

Summary

Job Title:	Director of Development and Special Events
Department:	Development
Reports To:	Executive Director
Hours:	Full-Time Exempt Salaried Position, includes some nights/weekends
Salary:	\$40-50K, depending on experience

Basic Function: The Director of Development and Special Events will manage and lead annual fund campaigns, corporate and foundation support (including grants), and manage all development-related special events. The Director of Development and Special Events must be a strong strategic thinker who is detail-oriented, can work on several projects at one time, has experience and success with running successful fundraising campaigns, as well as the personality and aptitude to engage with donors, funders, and supporters.

Primary Duties and Responsibilities

Annual Fund:

- Create annual fund campaign plan, strategy, and messaging in collaboration with the Executive Director, and ensure that it is executed according to schedule.
- Be responsible for achieving the annual fund goals as directed by the Board of Directors.
- Create and coordinate all annual fund solicitation mailings and follow-up correspondence.
- Manage all annual gift acknowledgements and donor benefits.
- Manage gift entry and reporting.
- Pull annual fund listings for all program books and annual report recognition.
- Maintain own list of donors to steward.
- Be the liaison with donors for any issues.
- Maintain the annual fund budget and ensure costs are within the allotted budget.

Corporate and Foundation Support:

- Solicit, obtain, and work with all series, event, and education sponsors. Ensure benefits are correctly administered and appropriate recognition is given.
- Seek out new corporate and foundation supporters with the assistance of the Board of Directors Stewardship committee.
- Lead all grant-writing activities for foundation and other grant support, including research and follow-up reporting.
- Create corporate and foundation support listings for all program books and annual report recognition.
- Solicit and manage CSO program book advertisers and coordinate ad buys along with Marketing Manager.

Special Events:

- Oversee all planning and implementation of all major fundraising events and donor stewardship events.
- Maintain all special event budgets and ensure costs are within the allotted budget.

Board Stewardship:

- Create and manage board stewardship plan each season.
- Attend executive committee and board meetings to report on activities.
- Staff the Stewardship committee alongside Marketing Manager.
- Train new board members on the board's role in donor cultivation and stewardship.

Miscellaneous:

- Manage development department bills and invoices that pertain to manager's work scope.
- Coordinate with the Marketing Manager on development-related materials and correspondence.

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- Work with the Board Chair to draft a periodic Former Board Newsletter.
- Act as Manager on Duty at several concerts and CSO events.
- Assist in Box Office as needed for patron ticket sales and phone coverage.
- Create development reports for internal use and for Board of Directors.
- Manage a part-time development assistant.

The duties listed above are not all inclusive. The person in this position is expected to perform other work-related duties as assigned even though they may not be considered primary duties.

Work Requirements and Qualifications

Education: Bachelor's degree preferred. Business, Liberal Arts, Non-profit administration, Arts Administration, Communications degrees preferred.

Experience: Three to five years of experience in a development, non-profit, or fundraising environment. Prior database management experience preferred.

Knowledge, Skills and Abilities: Requires strong computer skills, 10-key, typing, and phone skills. Strong skills are required in data analysis and reporting, as well as outstanding written and verbal communication, analytical, and supervisory skills. An ability to problem-solve and think quickly on one's feet and deal with a variety of different personalities and situations while conducting duties in a positive, professional manner in the best interest of the CSO. Must provide excellent service to patrons, donors, and supporters.

Successful candidates will have a record of success in completing goals on-time and be flexible, adaptable, and comfortable working in an ever-changing environment. Candidates will have the ability to multi-task and possess strong supervisory and leadership skills, including the ability to motivate volunteers to produce quality work.

Equipment to be Used: Standard office environment including phone, computer, and printers, Microsoft Office Suite. Additional components may include iPad or Android tablets, laptop computers, ticket printers, and ticket scanners.

Benefits (with varying wait times) include 50% paid premium on group health insurance, 100% paid premium for dental, long-term disability, and a 4.36% 403(b) contribution. Vacation, holiday, and sick days are also available.

Send cover letter and resume to hire@chattanoogasympphony.org by April 30, 2020. No phone calls, please.

About the CSO

The mission of the Chattanooga Symphony & Opera is to inspire, engage, and enrich the greater Chattanooga community through music and music education.