



LAWRENCE GOLAN  
THE JODY & LOUIS APPELL, JR. MUSIC DIRECTOR

## DEVELOPMENT DIRECTOR

Job Description

**REPORTS TO:** *Executive Director*

**HOURS:** *Full-time*

### JOB SUMMARY

The Development Director is responsible for the leadership, strategic direction, management, and coordination of all fundraising efforts that increase the York Symphony Orchestra's financial support from individuals, corporations, foundations, and other sources – commonly referred to as “contributed income”. This position is responsible for identifying, cultivating, and soliciting all types of donors. (*Monthly, one-time, legacy/major, etc.*) Responsibilities include establishing and maintaining strong donor relationships, researching, and identifying new funding opportunities (*corporate, foundation and individual*), developing, and maintaining close working relationships with the philanthropic community, individual and corporate donors, board members, staff, and volunteers.

The Development Director is a member of the YSO's senior management team and provides key strategic advice and input to assist the Executive Director in supplying the vision and information needed to adopt constructive, progressive, and practical plans for the continued financial development of the organization and the continued enrichment of the musical life of the community. In short, the Development Director shall be responsible for the development, management, implementation, and evaluation of an overall fund-raising program.

The Development Director's required skills include managing people, relationships, and budgets; the ability and drive to gain the support of various constituencies; excellent verbal and written communication skills; the ability to draft and submit grant applications, and the ability to manage direct mail and special events.

### RESPONSIBILITIES

#### *Fund Raising and Development*

- Guide the activities of the Board and staff in establishing goals for all fund-raising campaigns including, but not limited to, the Annual Fund, Holiday Appeal, Give Local York, Endowment Campaign, Planned Giving (*Legacy Giving*), Corporate Sponsorship, Advertisers, Grant Writing, Monthly Giving, and any other fund-raising related opportunities.
- Work with the Executive Director and Development Committee of the YSO Board to set goals for all appeals and campaigns.
  
- Recommend fund raising policies and procedures to the Executive Director and Board of Directors to



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# YORK SYMPHONY ORCHESTRA

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build a coordinated year-round fund-raising program.

- Provide strategic guidance and leadership for the Endowment campaign and assist in the development of campaign prospect lists.
- Organize, participate, and assist Board volunteers in leadership solicitations; meet with volunteers to review strategies and track progress and attend Development and Governance committee meetings as directed.
- Assist and participate in the development of an ongoing planned giving program (*Legacy Giving*).

## MARKETING & ADVERTISING

- Provide advice and assistance to Executive and Marketing Directors regarding identifying prospective advertisers and in contacting businesses for placement of ads in the YSO Program Book.
- Participate, as needed, in the development, review and production of materials used to support YSO's branding and marketing campaigns.
- Continue to refresh Monthly Giving, Legacy Giving, and Annual Fund Calendars of Touch Points.

## ORCHESTRA & OFFICE ADMINISTRATION

- Advise the Executive Director, Development Committee, and Board of Directors on matters within the Development Director's scope of responsibilities.
- Serves as primary staff person to the Development Committee and Governance Committee, as well as attending other committee meetings as assigned.
- Ensure that all contributions and support actions are acknowledged.
- Develop Board and volunteer leadership through participation in development meetings and on-going donor cultivation efforts.
- Oversee the maintenance of all donor files and records. Assist the Executive Director and independent auditors with annual audit process.
- Recommend and develop all donor benefits programs.
- Support Board and volunteer efforts to solicit in-kind contributions.

## OTHER

- Develop and maintain relationships with local business and arts leaders.
- Assist Major Gifts Officer and YSO staff in planning for the 100<sup>th</sup> Anniversary of the YSO (2032).
- Work to enhance public understanding of and support for the unique community role of the York Symphony Orchestra and Chorus.
- Assist the YSO's involvement in community engagement.
- Promote community concerts and provide complimentary tickets to Major Donors, etc.
- Maintain a liaison with retirement and lifecare facilities in the region and develop meaningful relationships with management and residents.
- Assist Major Gifts Officer with Annual Donor Events.
- Other duties as assigned.





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## QUALIFICATIONS

- Bachelor's Degree or Relevant Experience Required
- Excellent skills at prioritizing short and long-term tasks and goals
- Independently motivated, proactive, and flexible; great organizational skills
- Tact, attention to detail, and diplomacy
- Able to address a broad range of tasks in a fast-paced environment over long periods of time
- Proficiency in MS Office and MS SharePoint
- Experience in performing arts operations & personnel management preferred

## COMPENSATION

Full-time salary commensurate with experience (\$75,000 - \$90,000)  
Healthcare coverage options and Simple IRA employer contributions  
Generous PTO and hybrid work per agreement with Executive Director

## EFFECTIVE DATE

Immediate upon engagement

## APPLICATION PROCESS

Please submit the following in PDF format only via email to  
Kevin Irving, Executive Director ([kirving@yorksymphony.org](mailto:kirving@yorksymphony.org))

- Cover letter (include where you heard about the position)
- Resume (include 3-4 references with email and phone numbers)
- Salary history/requirements/expectations

## APPLICATION DEADLINE

Position will remain open until filled.

**MORE INFORMATION at [www.yorksymphony.org](http://www.yorksymphony.org)**

*The York Symphony Orchestra is an Equal Opportunity Employer (EOE) and does not discriminate based on race, color, religion, nationality, age, disability, genetics, sexual orientation, or veteran status.*



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