

MARIN SYMPHONY ORCHESTRA EMPLOYMENT OPPORTUNITY

Position: Director of Development

Reports to: Executive Director

Position: Full-time, Salaried, Exempt

Salary: \$90K-\$100K with additional bonus opportunities, plus benefits

Schedule: Office 9-5, with some flexibility; evenings/weekends concerts and events

The Marin Symphony Orchestra, celebrating its 74th year, sits at the heart of the county's cultural life, presenting four Masterworks programs each season, in addition to outstanding Pops, choral, educational, and holiday programs. Maestro Fawzi Haimor, chosen from among 125 applicants in a national search, conducts the orchestra. The organization also operates a three-tiered Youth Orchestra program and has a significant presence in county schools and in the community.

The Marin Symphony seeks a dynamic, hands-on development professional to join our close-knit team. The successful candidate will have significant experience in the performing arts sector, work well in a team environment, and be resourceful, focused, and tenacious, with outstanding oral and written communication skills. Knowledge of the Marin County philanthropic community is a plus.

JOB SUMMARY: The Director of Development is responsible for the creation, implementation, and evaluation of the organization's comprehensive fundraising program. To that end, the Director of Development manages staff and volunteers in planning and executing all individual, government, foundation, corporate, endowment, and planned giving programs, as well as producing fundraising events. Attendance at concerts and events, which frequently are on weekends and evenings, is expected.



Marin Symphony
4340 Redwood Highway
Suite 409 C
San Rafael, CA 94903

415.479.8100
marinsymphony.org

JOB DUTIES AND RESPONSIBILITIES:

Fundraising

- Plan, implement, and manage the Annual Fund direct response campaigns, including the solicitation and acknowledgement process and maintenance of records;
- Work with Executive Director and Board to develop and direct year-round program to cultivate new donors and seek new funding opportunities;
- Personally cultivate and steward a portfolio of 50-100 major donors;
- Continue development and implementation of corporate sponsorship program;
- Prepare proposals for foundations and government funding agencies; manage relationships with institutional funders;
- Oversee and plan all special fund-raising events; manage volunteers and vendors;
- Assist the Executive Director in managing planned giving and endowment funding;
- Manage in-kind goods and services donations
- Initiate new campaigns to actualize untapped funding sources.

Budgeting and Planning

- Work with Executive Director to develop comprehensive annual fundraising plan, with detailed budget, timeline, and campaign strategies that will achieve all goals;
- Prepare contributed budget projections for long term planning.



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Board of Directors

- Serve as staff to the Board Development Committee; actively recruit new leadership. Assist board volunteers in donor cultivation and stewardship;
- Regularly report to the Board on status of all components of development budget.

Administrative

- Collaborate with staff on all print and digital communication to ensure consistent messaging and appropriate donor acknowledgement;
- Organize staff and volunteers to carry out all fund-raising campaigns and events;
- Perform other duties as assigned by the Executive Director.

POSITION DETAILS

This full-time position reports to the Executive Director and features a competitive salary, vacation benefits, health plan stipend, and support for professional development. The position is supported by a Development Associate (60%), Marketing and Finance Directors, and other staff.

TO APPLY

Please send Cover Letter, résumé, two writing samples and three professional references to: employment@marinsymphony.org by February 28, 2026.



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