



Job Title: Director of Development
Department: Development
Reports to: Executive Director
Status: Full Time – Exempt
Supervision: 3.5 FTE Development Staff
Date: May 20, 2026
Salary Range: \$115,000 - \$130,000 annually

Position Summary:

The Spokane Symphony is seeking a dynamic, relationship-driven fundraising leader to elevate and expand the organization’s philanthropic partnerships. Working closely with the Executive Director and leading a growing development team, the Director of Development will drive strategic fundraising efforts across individual, corporate, foundation, and planned giving to fuel the Symphony’s mission and future growth. The DoD shall be responsible for raising an estimated \$2 million in annual support and work to further the progression of a \$14 million endowment.

Over the past several decades, the Spokane Symphony has stewarded deep philanthropic relationships and has become a trusted partner throughout the community. As part of a growth initiative, the DoD will have the opportunity to build and shape the department to a total department size of 4.5 FTE. The DoD is a key member of the senior leadership team and plays a central role in guiding the Spokane Symphony’s continued growth, building the development team, strengthening its impact, and positioning the organization for long term success.

Key Responsibilities:

1. Develop and execute the annual fundraising plan with clear financial goals, KPIs and tactics to ensure success, adapting plan as necessary.
2. Plan, manage, communicate, and implement all parts of the Annual Fund including the stewardship of donor relationships, the identification of new donor prospects, and the active solicitation and closing of gifts.
3. Partner with the Executive Director for the engagement of high-level donors and overall fundraising strategy.
4. Build, lead, and mentor the Development team, modeling organizational values and principals and ensure team engagement, professional development and outcomes.

5. Develop strong written cases for support that convey our impact and various value propositions for the community.
6. Collaborate with the Symphony's Board of Directors and engage all members to ensure their assistance in fundraising efforts, as appropriate.
7. Collaborate with marketing leadership and staff to develop initiatives that strategically grow the subscriber to patron pipeline and align on strategies that support both earned and contributed revenue.
8. Design and implement a robust donor stewardship program that ensures our supporters feel valued, informed, and connected to our mission and our people.
9. In collaboration with the Endowment Board of Directors, consider and implement strategies that grow the Symphony's Endowment.
10. Lead and continue to grow long-term donor relationships and advance an already robust planned giving program.
11. Oversight of the donor CRM and ensure accurate record-keeping, gift processing and acknowledgement processes.
12. Oversee the creation of the Annual Impact Report publication, detailing each year's successes, key messaging and financial reporting.
13. Provide strategic direction, oversight and review of all grants written by staff.
14. In partnership with the CFO, be responsible for creating contributed revenue budgets, forecasts, monitoring progress, tracking expenses and reporting as needed.
15. Actively participate in all required meetings, fundraising events and attend evening and weekend concerts, scheduled in coordination and rotation with Development team.
16. Special projects, initiatives, and other duties as assigned.

Qualifications:

- Minimum five years' experience (seven preferred) leading or participating in a high-performing, successful development team
- Proven results and strong track record of soliciting and closing five-figure gifts
- Bachelor's degree in a related field
- Exceptional verbal and written communication skills
- High degree of EQ and attentiveness to the needs of all levels of donors
- Attentiveness and deep understanding of trends, attitudes, and opportunities in philanthropy including individual, corporate, foundation and planned giving
- Experience in the supervision of staff and/or demonstrable capacity for leadership
- An understanding of the functioning of non-profit symphonies and/or arts organizations
- A passion for the performing arts, music and/or orchestras

- Aptitude in working with Tessitura or other fundraising CRM software, databases and Microsoft office products
- Demonstrates flexible and adaptive thinking. Has a curious and growth mindset
- A positive attitude and sense of humor

The Spokane Symphony works primarily in-person at our offices or the Fox Theater in downtown Spokane with limited remote work when appropriate.

Benefits:

The Spokane Symphony offers a competitive benefits package designed to support the well-being, professional growth, and work-life balance of our employees. Benefits for this position include fully paid medical and vision insurance; 401K with match; paid vacation/sick days; paid holidays; Washington paid sick leave; Washington Paid Family and Medical Leave; WA Cares Fund participation; professional development opportunities; and access to select Symphony and Fox Theater performances, subject to organizational policy.

Equal Employment Opportunity and Accommodations:

The Spokane Symphony is an equal opportunity employer. Employment decisions are made without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, marital status, disability, veteran or military status, use of a trained dog guide or service animal, or any other status protected by applicable law. Reasonable accommodations are available for qualified applicants and employees with disabilities.

How to Apply:

Please submit a resume and cover letter describing your relevant experience and interest in the Spokane Symphony to careers@spokanesymphony.org

Applications will be reviewed on a rolling basis until the position is filled.