



DIRECTOR OF ADVANCEMENT BOISE PHILHARMONIC ASSOCIATION

DESCRIPTION

The Boise Philharmonic Association, Inc. is the largest and oldest non-profit performing arts organization in Idaho, located in beautiful, welcoming Boise, currently one of the fastest growing metropolitan areas in the United States. The new Director of Advancement will lead the Development Department at Boise Phil and work closely with the Executive Director and Board of Directors to oversee and manage all aspects of the Phil's development initiatives. The Director of Advancement must think strategically and practically to implement a comprehensive and results-oriented development plan that includes both traditional and innovative approaches. Key components of this plan should include goals, strategies, timetables, and budgets for annual fundraising, major gifts, campaign gifts, corporate sponsorships, city/state partnerships, special events, foundation support, and planned giving. The Director of Advancement will also focus on prospecting and tactics to build key relationships with individuals and families, and with corporate, government, and foundation leaders. This position reports to the Executive Director, oversees additional development staff, and is the primary staff liaison to the Development Committee of the Boise Phil Board of Directors.

JOB DUTIES

Long-Term Strategic Development

- Develop and implement short- and long-term development plans to meet established goals and objectives. These may include, but are not limited to, strategic initiatives for securing major gifts; annual events and appeals; corporate, government, and foundation grants; defining stewardship and prospecting tactics; cultivation campaigns and events; and developing new approaches to grow BPA's donor base, endowment fund, and planned giving.
- Oversee systemization and management of gift processing and donor acknowledgement, the donor database, and financial reporting. Work with Patron Services Director to manage accompanying information systems.
- Prepare business analyses in coordination with the Executive Director for target corporate sponsors, to align our relationship-building as closely as possible to the goals of each potential corporate sponsor.

208 344.7849

516 S 9th Street
Boise ID 83702



- Develop strategic outreach procedures for identifying and targeting single ticket buyers to mine their philharmonic preferences, and cultivate targeted offers for single ticket buyers to further/deeper their engagement with the Boise Phil.
- Oversee grant processes and manage and/or execute grant writing, reporting, and tracking.
- Clearly articulate and promote a strong case of need for philanthropy and build opportunities to create and sustain a culture that understands the relationship between philanthropy and Boise Phil's impact in our community.

Ongoing Daily Development

- Meet regularly with the Executive Director regarding program goals, initiatives, timelines, and budgets, and routinely report to the Board of Directors and appropriate committees.
- Work collaboratively and creatively with the Executive Director and Marketing Coordinator to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Provide daily management of advancement staff including establishing annual goals (to support overall goals established in the advancement plan), providing regular performance reviews and appropriate recognition, and supporting ongoing professional development opportunities.
- Serve as the campaign director and provide direct daily management of specifically focused initiatives to secure major gifts and leadership gifts in support of campaign goals.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure and/or increase giving from donors and sponsors.
- Develop strategies for existing donors to effectively move them through a meaningful and tiered cycle of giving.
- Coordinate and attend Boise Phil special events and activities, and foster significant pride and excitement for fundraising efforts.
- Staff the Development Committee of the Boise Phil Board and other volunteers enlisted to participate in the development program.

SKILLS REQUIRED

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- Committed, thoughtful, professional leadership style; influential passion for Boise Phil’s mission; and a collaborative, decisive, motivating, and engaging communication style.
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Minimum of 5-7+ years of increasing responsibility in non-profit fundraising.
- Excellent managerial skills, including at least 2 years of previous experience successfully managing development staff.
- Ability to balance and successfully manage multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in development, fundraising tools and technology, e-mail and online campaigns, grant writing, and donor research.
- Extreme discretion, attention to detail, and a commitment to excellence.
- Bachelor’s degree required, advanced degree preferred.
- Deep appreciation and understanding of Boise Phil’s mission and broad range of services, and the ability to articulate Boise Phil’s values and vision internally and externally.
- Efficiency with online customer relationship management systems; working knowledge of Tessitura a plus.

Compensation range is \$50,000 - \$60,000 depending on experience, and includes medical, dental, and vision insurance with an HSA plan. Position is full-time, M-F 9-5 pm, with regular evening and weekend events. Some local traveling is required. The Boise Philharmonic Association is an Equal Opportunity Employer.

Please send cover letter and resume to:

Director of Advancement Search
Boise Philharmonic Association
516 S 9th Street
Boise, ID 83702
Attn: Executive Director
or to: development@boisephil.org

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