

## Director of Development

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### WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 63 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country.

### ABOUT THE ROLE

The Director of Development will lead the Development Team 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 Development must think strategically and practically to implement a comprehensive and results-oriented development plan. The Director of Development will also focus on cultivating key relationships with individuals and families, with corporate, government, and foundation leaders.

### REPORTING RELATIONSHIPS

The Director of Development reports to the Executive Director. They are responsible for overseeing the Grants Manager and Development Manager.

### KEY RESPONSIBILITIES

*Subject to revision, duties may include but are not limited to:*

#### Strategic Initiatives

- Develop and implement short- and long-term development plans to meet established goals and objectives.
- 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 Director of Marketing to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- 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.

#### Engagement, Cultivation, and Solicitation

- Build, maintain, and facilitate relationships with current and potential funders.
- 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.
- Coordinate and attend Boise Phil special events and activities and foster significant pride and excitement for fundraising efforts.
- Enlist the Board of Directors and other volunteers to participate in and grow the development program.

- Create a calendar of events designed to engage a diverse group of patrons including events such as the Annual Gala and post-concert receptions. Oversee total execution of all events from planning to thanking.
- Manage database of donor contacts with detailed notes about donor interests, relationships, ideas, and concerns.
- Work collaboratively to create and implement patron engagement programming using mission-based experiences that deepen the relationship with the orchestra.

#### Administrative Responsibilities

- Manage Development Team which currently consists of Development Manager and Grants Manager.
- Oversee management of gift processing and donor acknowledgement, the donor database, and financial reporting. Work with Director of Technology to manage accompanying information systems.
- Prepare business analyses in coordination with the Executive Director to target corporate sponsors to align our relationship-building as closely as possible to the goals of each potential corporate sponsor.
- Provide oversight of and support for a \$500k grant portfolio.
- Provide daily management of Development Team including establishing annual goals (to support overall goals established in the development plan), providing regular performance reviews and appropriate recognition, and supporting ongoing professional development opportunities.
- Prepare and monitor annual fundraising budget ensuring all revenue and expense projections are achieved.

#### **QUALITIES OF A QUALIFIED CANDIDATE**

- Committed, thoughtful, professional leadership style; influential passion for Boise Phil's mission; and a collaborative, decisive, motivating, and engaging communication style.
- Excellent managerial skills, including at least 2 years of previous experience successfully managing development staff.
- Extreme discretion, attention to detail, and a commitment to excellence.
- Ability to balance and successfully manage multiple priorities in a complex environment.
- Ability to work collaboratively in a team environment.

#### **POSITION REQUIREMENTS**

- Bachelor's degree required; advanced degree preferred.
- 5 years of experience, with increasing levels of responsibility, in non-profit fundraising.
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Working knowledge of development best practices, trends in development, fundraising tools and technology, e-mail and online campaigns, grant writing, and donor research.
- 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.
- Ability to work regular weekends and evenings.
- Some local travel is required.

**COMPENSATION**

The annual salary for this full-time, exempt position is \$60,000 - \$70,000 depending on experience with the potential for additional compensation based on performance. Benefits include medical, dental, and vision insurance with an HSA plan. An IRA match of up to 3% is available after one year of employment.

**APPLICATION INSTRUCTIONS**

To apply, please send a cover letter and resume to Erin Paradis at [erin@boisephil.org](mailto:erin@boisephil.org). The position is open until filled.

*The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.*