

DEVELOPMENT DIRECTOR - STATEMENT OF WORK

The DuPage Symphony Orchestra is looking to hire a part-time Development Director. Work is estimated to take 20-25 hours a week. More hours may be needed at peak times throughout the year, but you can use flex time to reduce your hours to balance out the coverage; should not exceed 40 hours in one week. The DSO offers a flexible, work from home schedule, and 2 weeks paid vacation. Some evening and weekend hours are required.

If you are interested, please send a cover letter and resume to info@DuPageSymphonyOrchestra.org. Application deadline is May 15, 2020.

The Development Director oversees everything related to fundraising, donor retention, and helps to grow Education & Outreach Initiatives

- Responsible for managing everything related to fundraising and donor retention (individual giving, corporate giving, foundation/grants, and special events).
- Oversee special events committee.
- Coordinate with Music Director, Managing Director, and Strategic Planning Committee to increase education & outreach initiatives.
- Create and oversee any budget lines (rev / exp) related to fundraising, and special events.
- Co-Chair Development & Fundraising Committee
- Co-Chair Education & Outreach Committee
- Non-voting member of the Executive Committee, Nominating Committee, and Strategic Planning Committee

Development & Donor Retention:

- Develop and implement the fundraising strategy for the DSO including individual giving, corporate partnerships, foundation / grants, and special events.
 - Manage appeal strategies throughout the year; corporate appeal, year-end appeal, lapsed donor appeal, , BoD giving, major giving, and others as needed.
 - Cultivate relationships with individuals and corporate partners to increase donor retention.
 - Develop and grow the Major Donor Program
 - Develop and grow Planned Giving Program
 - Ensure individuals and corporate partners receive all benefits that correspond to their giving level. Follow up with corporate sponsors to ensure we receive their image / logo by the appropriate deadline to be included in concert programs or special event materials.
 - Oversee committee that organizes special events to attract new audiences to the DSO.
 - Coordinate attendance at area networking events to reach potential corporate partners.
 - Prepare grant applications and submit follow-up materials as required for grant compliance.
 - Research additional grant / foundation funding options.
- Set annual revenue and expense budget numbers for all fundraising lines and monitor throughout the year.
- Work with the Managing Director to develop strategies that convert subscribers and patrons to donors.

Education & Outreach Initiatives:

- Work with the Music Director, Managing Director and Strategic Planning Committee to identify new Education & Outreach initiatives. Research corresponding grants or corporate sponsors to offset related expenses.
- **Outreach Concerts (Tiny Great Performances & Library Concerts)** - Cover DSO table at event.

Board of Directors:

- Attend monthly Board of Directors meetings
- Provide monthly status reports on all projects

Attendance Outside Normal Business Hours:

- Attend monthly Board of Directors meetings.
- Cover DSO table (or arrange Board volunteer coverage) at Outreach events: Tiny Great Performances at DuPage Children's Museum, Music at the 95th Street Library, or other initiatives as scheduled.
- Attend Open Dress Rehearsals or Season Concerts as needed if meeting with sponsors or major donors.
- Various committee and donor meetings (if unable to schedule during the day)

- Special Events / Fundraising Events

Position Requirements:

- A self-starter, capable of working independently without constant direction
- Ability to handle multiple tasks simultaneously and prioritize importance
- Strong communication, organizational, and interpersonal skills
- 3-5 years proven fundraising experience specifically in annual fund management and grant writing
- Knowledge of education & outreach program evaluation and fundraising
- Strong partnership-building and event planning skills
- Experience using MS Office (WORD, EXCEL, and OUTLOOK) required
- Knowledge of Bloomerang donor management system preferred
- Bachelor's Degree required
- Previous not-for-profit (NFP) experience required
- Interest and knowledge of music and/or performing arts industry desirable