



Job Title: Director of Development

Department: Development

Reports to: Chief Development Officer

FLSA status: (exempt or nonexempt) exempt

SUMMARY

The Director of Development is the deputy leader of the development department, providing leadership in support of the Chief Development Officer (CDO), along with specific oversight of operations across the entire team. The Director of Development will play a critical role in developing and executing individual, foundation, government, and corporate giving strategies focused on annual and planned gifts that support the growth trajectory the Symphony is pursuing.

For this leadership position, we seek a strategic thinker, eager to further develop and drive the strategy for development in a collegial setting. The ideal candidate will possess a collaborative and innovative leadership style and the ability to instill and support an upbeat team culture. They must also have unquestionable integrity and commitment to professional ethics, and the ability to responsibly handle sensitive and confidential information with discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following:*

Collaboration & Leadership

- In partnership with the CDO, support advancing the growth and maturation of the Symphony's development program by designing and implementing systems to optimize fundraising operations.
- Assist the CDO in leading and mentoring a team of front-line fundraisers and functional specialists to support their success and achievement of goals.
- Provide expertise to staff, board members, and other volunteers for identifying and cultivating major & planned gift prospects.
- Oversee the development of donor communications, and the subsequent cultivation, stewardship, and tracking of activities for donors.

Development Portfolio Growth and Donor Engagement

- With the CDO, establish goals and track progress for all portfolios including planned, major, corporate, foundation and government annual gifts, and donor acquisition and retention.
- Design and implement a robust donor upgrade program to support donors moving through the giving cycle.
- Support the cultivation, solicitation, and stewardship efforts of the Executive Leadership Team and Board members so that they are properly prepared for each donor interaction, including donor profiles, briefing materials, talking points, and follow-up.

Development Operations Management

- Develop, oversee, and ensure adoption of systems, processes and metrics for optimal development operations.

- Accurately project revenue, track progress towards goals, and produce regular reports to the CDO, Executive Leadership Team, and development staff regarding projected and achieved goals.
- With the CDO, establish and monitor detailed key performance indicators for every member of the department.
- Oversee portfolio management to ensure all donors and prospects are cultivated, solicited and stewarded through the giving cycle.
- In collaboration with the CDO, develop strategies for the development team aimed at building and maintaining robust, data-driven systems to support dynamic development operations.
- In partnership with the CDO, oversee budget development and monitoring for any and all development activities.

Fundraising Portfolio

- Manage a portfolio of approximately 75 donors with an annual capacity of 5-figure gifts and higher.
- Strategically move prospects and donors through qualification, cultivation, solicitation and stewardship to advance them through the giving pipeline in a systematic way.
- Undertake analysis and strategy to determine which prospective donors are best aligned with supporting various programs; develop and execute plans to engage and cultivate them through face-to-face visits, special appeals and campaigns, and events.
- Communicate persuasively through personal visits, written proposals, and appeal letters and report the important case for giving to the Kansas City Symphony.
- Ensure timely donor acknowledgement, including appreciation and recognition, to ensure a high-quality donor experience.

Planned Giving

Reinvigorate and oversee a robust planned giving program to identify, cultivate, and steward planned giving prospects across all portfolios to increase and manage the membership of Kansas City Symphony's Sempre Society.

- Develop a comprehensive planned giving acquisition plan based on a model of blended annual fund and planned gift solicitations by all frontline fundraisers.
- Create systems for identifying planned giving prospects and collaborate with individual fundraising staff to develop and implement successful strategies for cultivation and solicitation.
- Build and oversee a meaningful plan for stewarding members of the Sempre Society and celebrating a culture of legacy giving to Kansas City Symphony.
- Serve as the primary liaison for finalizing and settlement of estate gifts in cooperation with the CDO and Chief Financial Officer, in keeping with the Symphony's Gift Acceptance Policy.

QUALIFICATIONS:

- Excellent written and oral communication skills.
- Ability to thrive within a small, non-profit environment.
- Strong team-player with excellent interpersonal and communication skills.
- Goal-oriented with a commitment to growth and change.

EDUCATION AND EXPERIENCE:

- Bachelor's degree (or equivalent experience)
- Minimum of five years' experience soliciting planned and major gifts.

- Volunteer management, interpersonal skills, time-management, and organizational skills also preferred.

OTHER:

- This position does not supervise other employees.
- Perform other duties as assigned
- Current, valid driver's license

PHYSICAL DEMANDS:

- This position requires the ability to sit or stand at a desk and operate a computer for prolonged periods of time.
- Some lifting required.
- Ability to drive a car and climb stairs.

WORK ENVIRONMENT

- Position is located in an office.
- It is sometimes necessary to attend meetings at the Kauffman Center for the Performing Arts or other off-site locations.
- In addition to regular office hours (Monday-Friday, 9 a.m.- 5 p.m.), weekend and evening work is often required in support of our performance schedule.

The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.

COMPENSATION & BENEFITS

- Competitive salary commensurate with experience. \$85,000-\$95,000 anticipated salary range
- 403(b) retirement plan
- Comprehensive healthcare coverage
- Generous vacation and PTO

APPLICATION PROCESS

Interested candidates should submit a resume and cover letter addressed to Eva James Toia, Chief Development Officer, at etoia@kcsymphony.org.